

2015 PRELIMINARY BUDGET

Vision Statement:

Pullman's vision is to continue to be a welcoming, active, visionary community that values its college town atmosphere, high technology research and industries and that fosters quality of life for all age groups, a business friendly environment, and fiscal integrity in its government.

Mission Statement:

The mission of the City of Pullman is to provide for the essential infrastructure, ensure public safety, and support managed growth and improved quality of life within the constraints of fiscally responsible government.

Motto:

HIGH Tech
HIGHER Education
HIGHEST Quality of Life

PRESENTED:

October 21, 2014

2015 Preliminary Budget

City of Pullman

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DIRECTORY OF OFFICIALS

Mayor Glenn A. Johnson

CITY COUNCIL

Francis Benjamin
Jeff Hawbaker
Fritz Hughes
Eileen Macoll

Al Sorensen
Nathan Weller
Pat Wright

ADMINISTRATION

Mark Workman
City Supervisor

Joanna Bailey
Library Services Director

Wayne Brannock
Information Systems Manager

Kurt Dahmen
Recreation Superintendent

Alan Davis
Parks Superintendent

Pete Dickinson
Planning Director

Kevin Gardes
Director of Public Works

Mike Heston
Fire Chief

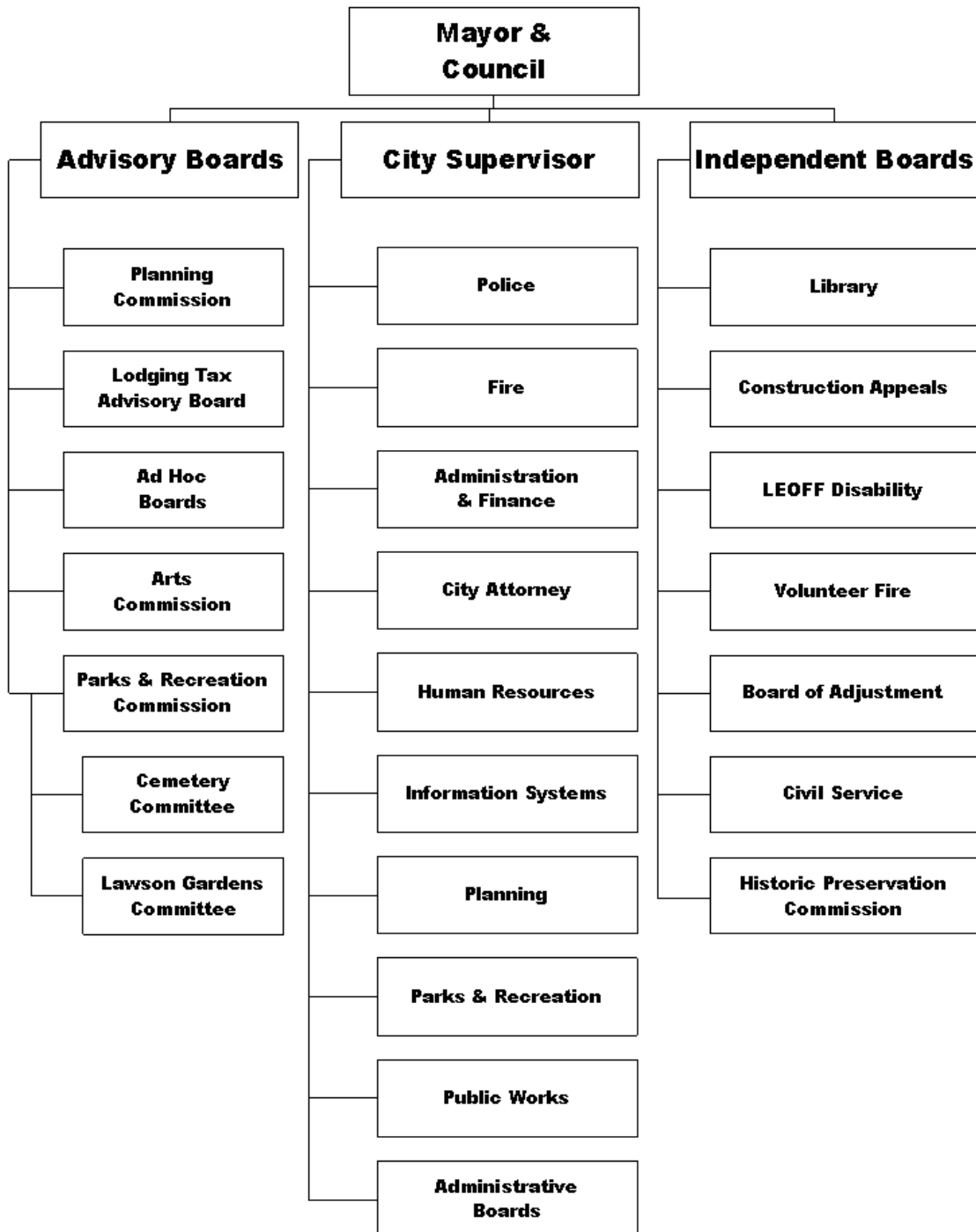
Gary Jenkins
Chief of Police

Laura McAloon
City Attorney

William F. Mulholland
Finance Director

Karen Sires
Human Resources Manager

City of Pullman



M E M O R A N D U M

TO: City Councilmembers and the Citizens of Pullman
FROM: Glenn A. Johnson, Mayor
RE: Mayor's 2015 Budget Message
DATE: October 21, 2014

We have expressed our gratitude to our residents on a number of occasions and that is certainly the best preface to begin the Mayor's budget message for 2015. Because of the support the city received in resetting our property tax, EMS and Metropolitan Park District levies, 2014 was our first year of recovery from the Great Recession. When you add that positive economic news to the reinvigorated construction activity in Pullman and construction of sales tax-eligible projects on the WSU campus, we were able to finally address some serious needs in the city with our growing population.

We were able to fill 2014 positions that had previously been held vacant in police, fire, library and parks in order to restore and address demands on city services. We addressed a long overdue budget issue by fully funding a vehicle amortization program so that funds will be available to replace all General Fund city vehicles (including our high cost fire engines and ladder truck) at the end of their useful lives. We started the process of updating our 15-year-old Comprehensive Plan and held a number of public gatherings to engage our citizens. The employee salary schedule, that had suffered from almost five years of no increases to non-represented employees and was one of our council's top goals, was addressed and a comprehensive salary study was accomplished. Not only did our work on employee salaries improve morale and help the city to remain competitive in retaining our great employees, but it will also help us to attract qualified applicants when vacancies occur.

The 2014 General Fund ending cash balance is projected to be \$4 million; that is 24 percent of the 2014 operating budget. That's a significant rebound from 2011 when our reserve was \$1.1 million, only 7.4 percent of the operating budget.

For the most part, the positive financial outlook is projected to continue in 2015 with one exception: the Metropolitan Park District funding that supports Parks and Recreation. Competing property tax levies for Whitman County and Pullman Regional Hospital approved in

2014 will eliminate funding gains for the District approved in 2013 by approximately \$269,000 per year beginning in 2015.

For the rest of the General Fund, the 2015 budget provides the opportunity to address two significant, one-time capital needs. The first is a \$270,000 project to extend the Fire Station 2 garage bay that is too small for the equipment that we have. We will also be re-siding the building and the parking lot will be reconstructed providing another access to Grand Avenue for emergency equipment. This should serve the city during the interim until the day comes when a new fire station can be built. We are also addressing the replacement of a 22-year-old fire engine that was turned over to the city by WSU when the university decided to terminate its fire service. The cost for the engine is approximately \$700,000 but in the future, with the full-coverage amortization program, the need for the city to come up with such large sums of money for one-time vehicle replacements should be eliminated. Our contract with WSU provides for the university to pay 20 percent of the cost of the new engine.

The 2015 budget also addresses a few staffing deficiencies. The increasing demand and usage of technology has justified funding for another IT support specialist for police and fire at an estimated cost of \$73,000. There is funding for a new library assistant at a net estimated cost of \$61,000 that should help address the time-slip employee turnover issue. The fire services agreement with WSU was re-negotiated in 2014 and will provide around \$225,000 in additional funding in 2015 and beyond. In consideration of this revenue and that our fire staffing has remained at 2005 levels, three new firefighters/paramedics are included in this budget at a cost of \$330,000. Police staffing, despite a growing community, has not increased since 2001 and this budget adds one police officer at an estimated cost of \$102,000.

Pullman has benefited from vibrant construction activity; especially the last couple of years and it remains the greatest source of sales tax revenue for the city. Building activity in 2014 continued at the robust pace of the previous year which set a record for permitted construction valuation of almost \$76 million. Through September, \$50,785,439 in 2014 building valuation has been permitted with three months to go. Major projects that were permitted in 2013 but completed in 2014 include the Marriott Residence Inn, River Trail Apartments, the last five buildings for The Grove apartment complex, and the addition of six classrooms to Franklin Elementary School. In 2014, major projects permitted include the SEL daycare facility, the Relay Applications Innovation office building in the Palouse Business Park, Pullman Building Supply, Pimlico Apartments phase 2, Armory remodel phase 2, Taco Bell, Sherwin-Williams, Porch Light Pizza, and the Swilly's relocation to the BellTower building. Other projects that should be permitted in 2014 include the Pullman High School renovation, Valley Road Apartments and Golden Hills Apartments. After a couple of high-activity years, permitting in 2015 may decline some, but it still should be a good construction year with the effervescent interest in Pullman and its dynamic future.

As we continue to recover from the Great Recession, we have looked at all city departments and their needs, but we have done so in a prudent manner. We believe that the funds in Utility, Street, Transit and Stormwater are relatively stable at this time. The proposed 2015 budget for the General Fund, including capital expenditures and capital transfers, is \$19,490,876, an increase of 11.6 percent from 2014. One-time capital expenditures included in

that amount is \$1,049,449, which is well above the yearly goal of \$350,000 for capital expenditures. The 2015 General Fund cash balance is projected to be \$3,146,893 or 17.06 percent of the operating budget. Because the Airport budget is also part of our city's budget, the proposed 2015 budget for all funds is \$70,096,997, an increase of 25.6 percent from 2014. We are projecting that the first year of the Airport Runway Realignment project will be 2015, and because of that, the 2015 Airport budget is \$19,473,373, an increase of \$16,009,287 from 2014. Most of the funding will be from an FAA grant. Other major changes in the 2015 budget include a \$1,891,744 decrease in Arterial Streets from 2014 and a \$2,114,390 decrease in Utility capital projects. The budget also reflects non-cash accounting of depreciation where appropriate.

We want to commend our department heads and city employees for managing and working with limited resources over the years and, for the most part, staying within their budgets despite growing demands for services. There is always the temptation that, with an infusion of new revenue, to immediately try to address all of the issues at once. We can honestly say that we examined every department budget, looked at all the details, and as our citizens expect, questioned every request and justification. With that as a preface, we can report that, in this 2015 budget, we were able to address some large, one-time, necessary expenses and some glaring personnel deficiencies. We believe that we are providing a good balance between delivering services to our fellow citizens, preparing for the future, and at the same time, safeguarding City funds. Years ago the city adopted a motto of: "high tech, higher education, and highest quality of life." In a few short words, it encapsulates our goal of providing quality city services to nurture our businesses, supporting our educational institutions, and cultivating opportunities for our citizens to enjoy a high quality of life. We believe that this 2015 budget—for our citizens and our employees—addresses those worthy intentions.

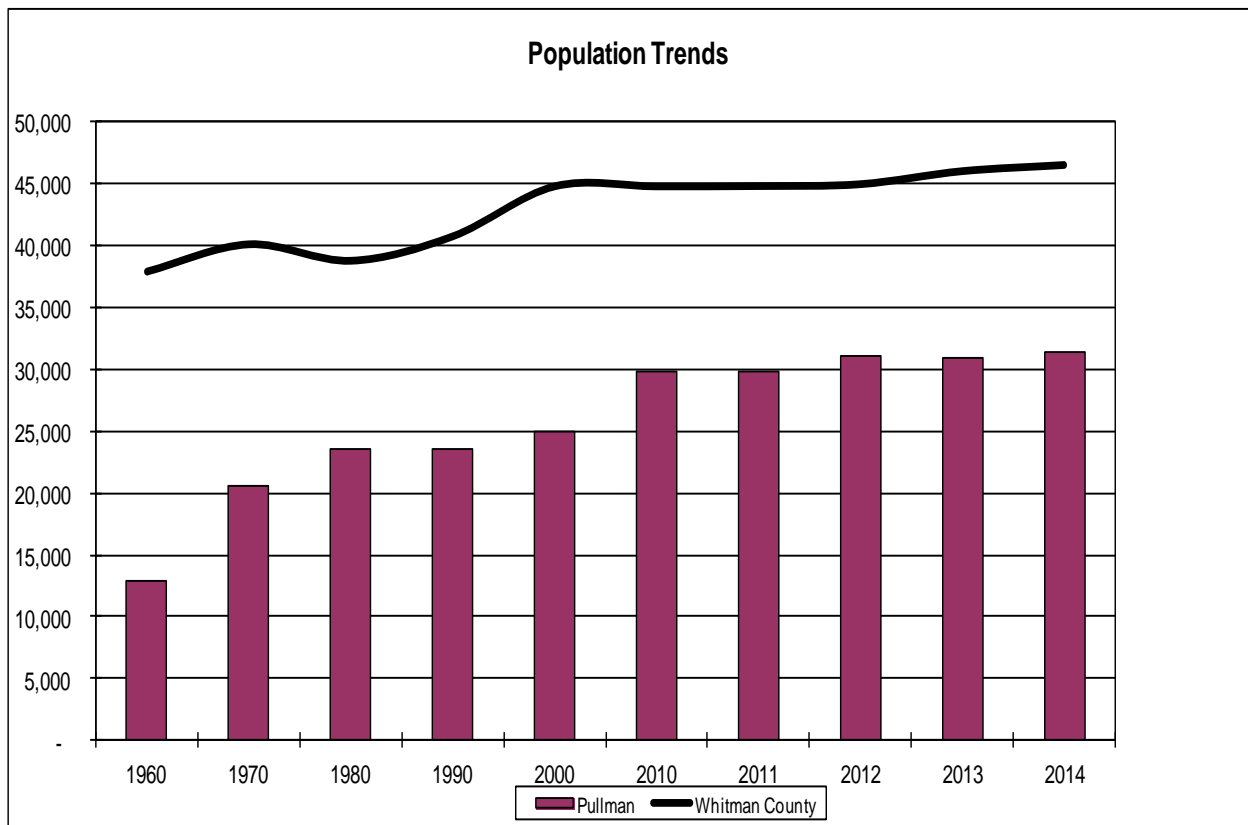
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City of Pullman

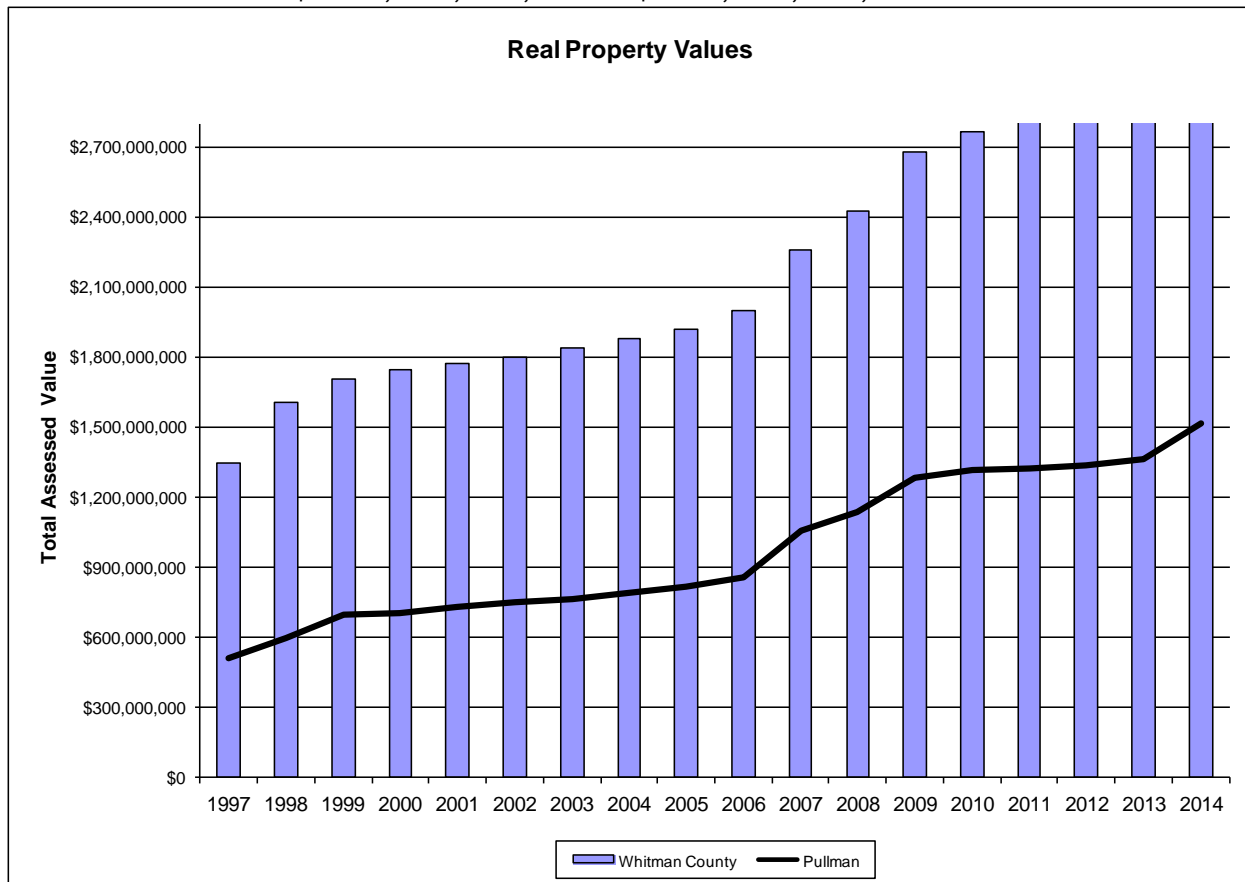
Statistical Data

City of Pullman
Population Trend Compared with Whitman County (All) and State
Last Six Primary Census Reports, 2011 - 2014 OFM Estimate

Year	City of Pullman	Percent Change	Whitman County	Percent Change	State of Washington	Percent Change
2014	31,420	1.4%	46,500	1.1%	6,968,170	1.2%
2013	31,000	0.0%	46,000	0.1%	6,882,400	0.9%
2012	31,000	4.0%	45,950	2.6%	6,817,770	0.7%
2011	29,820	0.1%	44,800	0.1%	6,767,900	0.6%
2010	29,799	19.4%	44,776	9.9%	6,724,540	14.1%
2000	24,948	6.3%	40,740	5.1%	5,894,121	21.1%
1990	23,478	-4.0%	38,775	-3.3%	4,866,700	17.8%
1980	23,579	15.0%	40,103	5.8%	4,132,000	21.1%
1970	20,509	58.3%	37,900	21.2%	3,413,000	19.6%
1960	12,957	N/A	31,263	N/A	2,853,200	N/A



Whitman County				
Year	Taxable Assessed Valuation	Pullman Assessed Valuation	Pullman Percent of County	
1997	\$ 1,347,914,969	\$ 509,971,793	37.83%	
1998	\$ 1,605,360,220	\$ 594,192,789	37.01%	
1999	\$ 1,708,690,237	\$ 692,568,491	40.53%	
2000	\$ 1,744,593,764	\$ 704,366,955	40.37%	
2001	\$ 1,771,093,551	\$ 731,866,141	41.32%	
2002	\$ 1,802,334,972	\$ 747,028,780	41.45%	
2003	\$ 1,839,301,040	\$ 759,219,040	41.28%	
2004	\$ 1,883,007,645	\$ 787,985,172	41.85%	
2005	\$ 1,921,463,388	\$ 815,734,885	42.45%	
2006	\$ 2,002,922,470	\$ 852,539,862	42.56%	
2007	\$ 2,258,939,073	\$ 1,052,917,091	46.61%	
2008	\$ 2,426,416,344	\$ 1,133,131,234	46.70%	
2009	\$ 2,683,830,771	\$ 1,282,687,595	47.79%	
2010	\$ 2,768,111,240	\$ 1,314,040,526	47.47%	
2011	\$ 2,846,465,044	\$ 1,325,528,045	46.57%	
2012	\$ 2,880,273,459	\$ 1,334,549,225	46.33%	
2013	\$ 2,980,256,323	\$ 1,365,359,174	45.81%	
2014	\$ 3,399,588,521	\$ 1,514,893,689	44.56%	



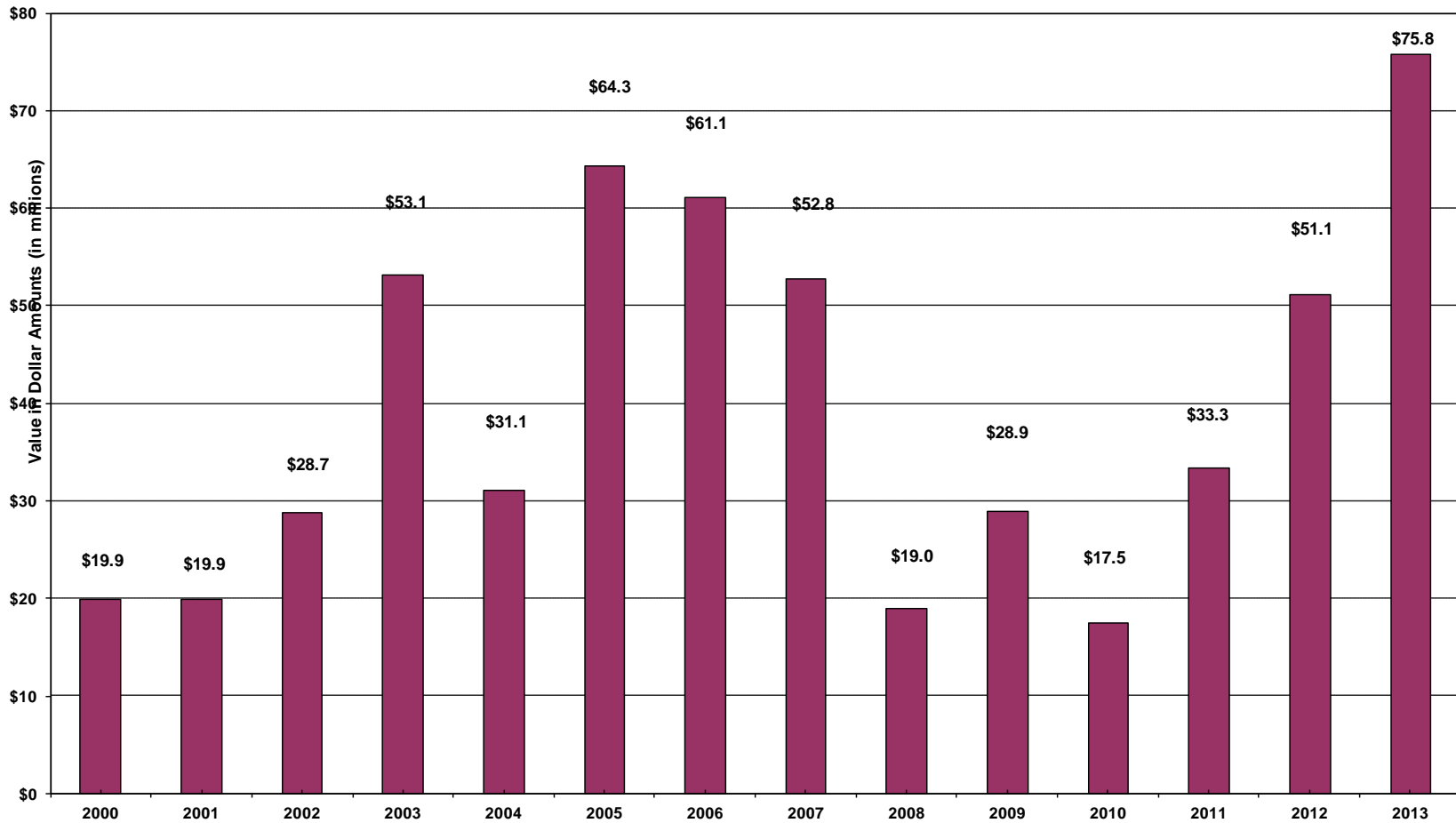
City of Pullman

Building and Housing PERMIT Data

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Number of Living Units														
Single Family	3,220	3,270	3,323	3,386	3514	3587	3687	3781	3880	3926	3963	3987	4036	4104
Duplex	793	797	811	821	833	839	869	887	889	893	901	903	905	909
Multiple Dwellings	4,855	5,053	5,076	5,243	5,395	5665	5993	6151	6211	6360	6360	6416	6627	6929
Mobile Homes	518	522	527	531	543	541	530	581	577	528	522	522	524	526
Annual Housing Unit Increase														
Single Family		50	53	63	128	73	100	94	99	46	37	24	49	68
Duplex		4	14	10	12	6	30	18	2	4	8	2	2	4
Multiple Dwellings		198	23	167	152	270	328	158	60	149	0	56	211	302
Mobile Homes		4	5	4	12	(2)	(11)	51	(4)	(49)	(6)	0	2	2
Note:														
1) Data for permits issued compiled in January.														

Trends in Building Permit Value

Total Value of All Permits Granted



NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2013

<u>YEAR</u>	<u>NO. OF PERMITS</u>	<u>VALUATION</u>
2013	68	\$15,962,877
2012	49	\$10,116,173
2011	24	5,679,173
2010	37	7,795,839
2009	46	9,264,708
2008	47	10,386,502
2007	96	16,988,724
2006	79	15,167,756
2005	103	19,666,288
2004	87	13,065,329
2003	81	11,739,729
2002	63	8,085,484
2001	53	6,202,506
2000	50	5,394,589
1999	58	6,754,741
1998	75	8,122,733
1997	38	4,191,113
1996	50	5,342,359
1995	89	7,928,058
1994	41	4,328,036
1993	26	3,011,568
1992	31	3,697,683
1991	33	3,826,943
1990	16	1,853,280
1989	11	1,120,060
1988	17	1,568,923
1987	11	1,106,390
1986	14	1,431,020
1985	21	1,849,408
1984	12	782,216
1983	18	932,136
1982	0	-
1981	15	771,011
1980	11	583,836
1979	31	1,720,359
1978	71	4,175,116
1977	57	2,560,533
1976	60	2,822,841
1975	43	1,896,335
1974	16	746,471

NUMBER OF SINGLE FAMILY AND MULTI-FAMILY UNITS RECEIVING BUILDING PERMITS FROM 1983-2013			
YEAR	NUMBER OF SINGLE FAMILY PERMITS	NUMBER OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX AND APARTMENT BUILDING PERMITS	TOTAL
2013	68	304	372
2012	49	213	262
2011	24	58	82
2010	37	28	65
2009	46	12	58
2008	57	24	81
2007	96	261	357
2006	79	241	320
2005	103	300	403
2004	87	174	261
2003	81	189	270
2002	63	177	240
2001	53	37	90
2000	50	202	252
1999	58	12	70
1998	75	6	81
1997	38	139	177
1996	50	127	177
1995	89	313	402
1994	41	74	115
1993	26	229	255
1992	31	8	39
1991	33	62	95
1990	16	142	158
1989	11	6	17
1988	17	0	17
1987	11	14	25
1986	14	10	24
1985	21	364	385
1984	12	54	66
1983	18	101	119

City of Pullman Public Works Statistics

City of Pullman Public Works Statistics														
Service Area	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
City Area (Sq Miles)	8.93	8.93	8.88	9.19	9.44	9.44	9.60	9.67	9.67	9.68	10.48	10.51	10.51	10.51
Population	24,553	25,300	25,905	25,905	26,590	27,030	26,860	27,150	27,600	27,920	29,820	31,000	31,000	31,420
Street Miles(1)	58.9	59.0	59.0	59.0	61.2	61.2	62.9	63.3	63.3	63.4	63.4	64.1	64.5	65.6
State Highways (Miles)	9.9	9.9	9.9	9.9	9.9	9.9	9	8.99	8.99	8.99	9.00	9.31	9.31	9.31
Traffic Signals (No.)	17	17	17	17	17	17	17	17	17	19	19	19	19	19
Street Lights (No.)	1,273	1,273	1,273	1,273	1,273	1,273	1,292	1,314	1,314	1,321	1,351	1,337	1,337	1,337
Number of Water Wells	4	4	5	5	5	5	5	5	5	6	6	6	6	6
Well Capacity (Gal/Minute)	4,099	5,166	6,960	5,899	6,960	6,960	6,960	6,960	6,960	7,500	7,500	7,323	7,650	7,650
Storage reservoirs	9	9	9	9	9	9	9	9	9	11	11	11	11	11
Storage Capacity (Mill Gal)	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	7.7	7.7	7.7	7.7	7.7
Water Mains (Miles)	86.6	87.0	87.0	89.5	92.6	92.6	96.9	97.6	97.6	100.0	101.3	101.4	102.2	104.70
Est. Population served	18,960	19,718	19,870	20,508	20,970	20,970	21,352	21,293	21,293	21,439	22,439	22,749	25,275	25,278
Active Services	4,243	4,309	4,374	4,459	4,565	4,557	4,557	4,943	4,943	4,978	5,002	5,002	5,072	5,137
Fire Class	5	4	4	4	4	4	4	4	4	4	4	4	4	3
Year's Pumpage (Mill Gals)	851	860	897	842	871	923	910	895	895	894	835	878	896	892
Peak Day (Mill Gals)	4.90	5.10	5.70	4.80	5.30	5.50	5.30	5.10	5.10	4.77	5.21	5.80	5.44	4.60
Water Hardness (mg/liter)	124	124	124	124	124	124	115	117	117	108	108	109	109	115
Sanitary Sewer Mains(Miles)	80.10	80.40	80.40	84.70	87.50	87.50	89.90	90.30	90.30	90.60	91.16	91.16	91.48	93.16
Flow Treated (Mill Gals)	1,062	1,086	1,106	1,108	996	1,071	1,004	985	985	998	860	920	1,087	1,006
Peak Day Flow Treated (Mill Gals)	6.34	6.72	6.72	8.60	4.41	5.73	5.69	5.93	5.93	7.40	4.20	5.77	7.80	4.60
Treatment Plant Capacity (Mill Gals)	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6
(1) Excluding Washington State University														

CITY OF PULLMAN STATISTICS

2014 General Fund Operating Budget	\$16,718,378
2014 TOTAL General Fund Budget	\$17,034,052
2014 TOTAL City Budget for all funds	\$55,104,334
Assessed Value 2013 for 2014 Collections	\$1,514,893,689
City of Pullman General Levy Rate	\$3.6000/\$1,000
Emergency Medical Services (EMS) Rate	\$0.5000/\$1,000
Go Bond Levy Rate	\$0.1880/\$1,000
Metropolitan Park District	\$0.5000/\$1,000
TOTAL City Property Tax Rate	\$4.7880/\$1,000
Full-Time Employees	188
Regular Part-Time (20 HRS +) Employees	34
Additional Monthly Casual or Seasonal	97
TOTAL Employees for an Average Month	320
City Area	10.51 miles
Population	31,420 (OFM est.April 2014)
Streets (Excluding WSU)	65.61 miles
State Highway	9.31 miles
Traffic Signals	19
Street Lights	1,337
Bicycle/Pedestrian Paths	15.0 miles
Number of Water Wells	6
Well Capacity	7,650 gallons/minute-designed 7,323 gallons/minute-throttled
Storage Reservoirs	11
Storage Capacity	7.7 million gallons
Water Mains	104.67 miles
Population Served	25,278
Active Services	5,137
Pumpage	891.854 million gallons 2013
Peak Day	5.4 million gallons(July 15)
Water Hardness	115 mg/ltr.(5 year aveage)
Sanitary Sewer Mains	93.16 miles

Flow Treated	1,005.7 million gallons
Peak Day Flow Treated	4.6 million gallons (Jan 31)
Treatment Plant Capacity	8.6 million gallons/winter peak
Snow Load	30 psf
Frost Depth	30"
Wind Load	105 mph
Seismic Zone	B
State/NW Energy Code Zone	5
Soil Bearing Value (generally)	1500 psf
Latitude	N. 46°43'40"
Longitude	W. 117°11'00"
Elevation	2346' at Main St./Grand Ave.
Downtown 100 yr. Flood Elevation	2349'

BUILDING/HOUSING PERMIT DATA

Single Family Dwellings	4,104 units
Duplexes	909 units
Multiple Dwellings	6,929 units
Mobile Homes	526 units

PARKS

Reaney Park	1.64 acres	Kruegel Park	7.92 acres
Sunnyside Park	25 acres	Lawson Gardens	13 acres
McGee Park	3.04 acres	Military Hill Park	25 acres
Harrison Tot Lot	.233 acres	Woodcraft Park	.84 acres
City Playfield	8.66 acres	City RV Park	24 spaces
Terre View Park	3.25 acres	Spring Street Park	2.75 acres
Itani Park	7.45 acres	Petry Natural Area	1.96 acres
Conservation	15.85 acres	Mary's Park	5+/- acres
Emerald Point Park	2.625 acres	Sunrise Park	.08 acres

FIRE DEPARTMENT

Fire Protection Rating	3
Fire Alarms	750
Emergency Medical Services (EMS) calls	2,145

POLICE DEPARTMENT

INCIDENT	2012	2013
Assault	177	174
Arson	0	1
Burglary	98	95

Forcible Sex Offenses	21	8
Homicide	0	0
Larceny/Theft	267	284
Motor Vehicle Theft	5	13
Robbery	4	2

LIBRARY

Circulation	339,097 items	Collection Size:	74,686
		Downloadable :	20,692
Weekly visits			4,926
Registered cardholders			16,866

TRANSIT 2013 RIDERSHIP FIGURES

Fixed-Route	1,400,710
Dial-A-Ride	17,778

PULLMAN-MOSCOW REGIONAL AIRPORT

Enplanements in 2013	39,676
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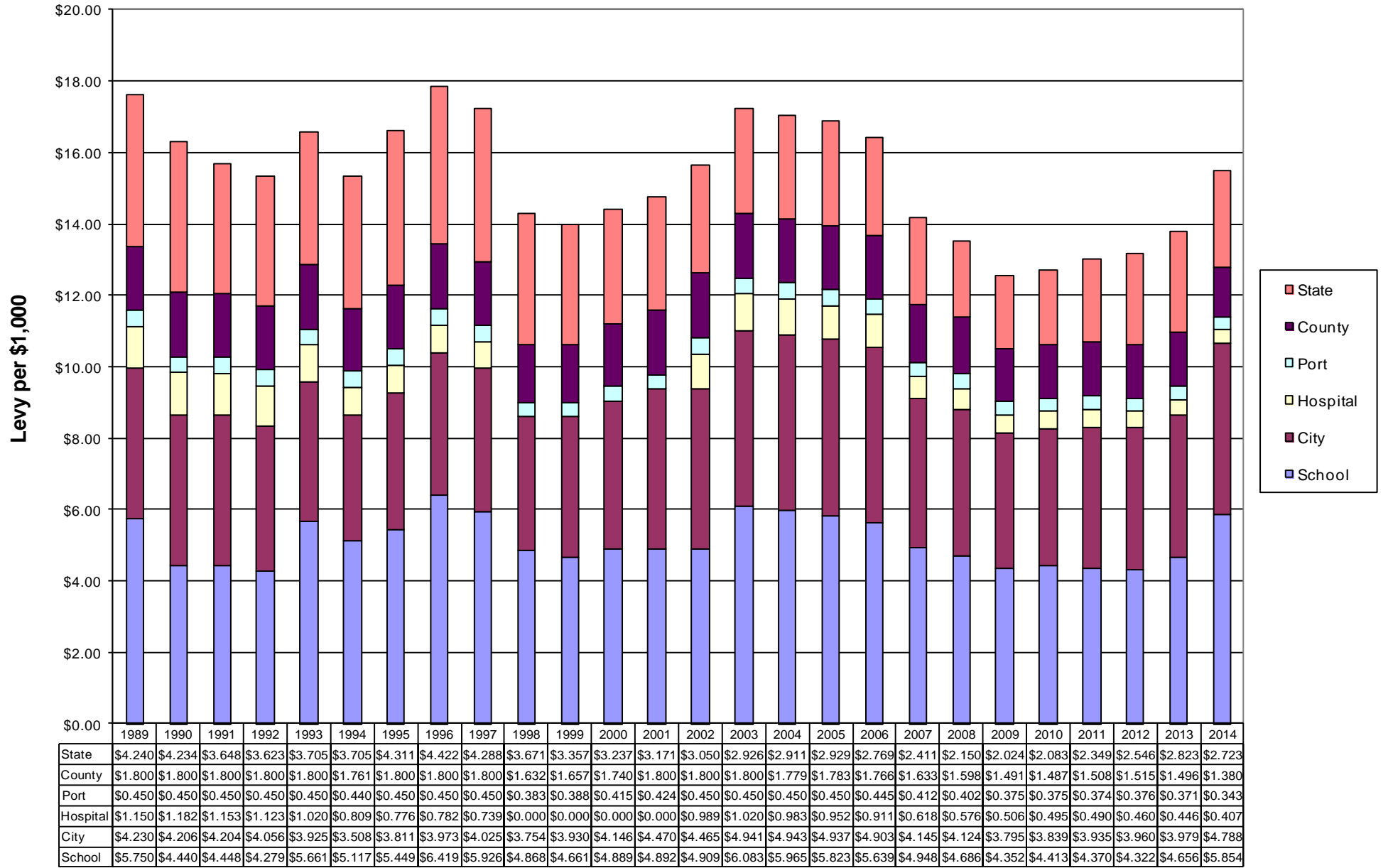
City of Pullman
Property Tax Levies 2005-2009

			Estimated			Dollars Per
			Pullman	Percent of	Dollars	\$200,000
Year	Entity	Levy /\$1000	Revenue	Total	Per Capita	Home
School District #267		\$5.8231	\$4,750,106	33.9%	\$187.75	\$1,164.62
	City	\$4.9370	\$4,025,901	28.7%	\$159.13	\$987.40
2005	Hosp. Bond	\$0.9527	\$773,429	5.5%	\$30.57	\$190.54
	Port	\$0.4500	\$367,081	2.6%	\$14.51	\$90.00
	County	\$1.7837	\$1,455,026	10.4%	\$57.51	\$356.74
	State	\$2.9297	\$2,389,858	17.1%	\$94.46	\$585.94
TOTAL		\$16.8762	\$13,761,401		\$543.93	\$3,375.24
School District #267		\$5.6392	\$4,807,643	32.2%	\$180.81	\$1,127.84
	City	\$4.9031	\$4,178,791	28.0%	\$157.16	\$980.62
2006	Hosp. Bond	\$0.9119	\$773,949	5.2%	\$29.11	\$182.38
	Port	\$0.4457	\$379,977	2.5%	\$14.29	\$89.14
	County	\$1.7667	\$1,506,182	10.1%	\$56.64	\$353.34
	State	\$2.7695	\$2,361,109	15.8%	\$88.80	\$553.90
TOTAL		\$16.4361	\$14,007,651		\$526.80	\$3,287.22
School District #267		\$4.9485	\$5,210,360	34.0%	\$192.76	\$989.70
	City	\$4.1459	\$4,363,929	28.5%	\$161.45	\$829.18
2007	Hosp. Bond	\$0.6180	\$647,664	4.2%	\$23.96	\$123.60
	Port	\$0.4122	\$434,012	2.8%	\$16.06	\$82.44
	County	\$1.6339	\$1,720,361	11.2%	\$63.65	\$326.78
	State	\$2.4119	\$2,539,531	16.6%	\$93.95	\$482.38
TOTAL		\$14.1704	\$14,915,857		\$551.83	\$2,834.08
School District #267		\$4.6860	\$5,309,853	34.6%	\$197.69	\$937.20
	City	\$4.1245	\$4,672,146	30.5%	\$173.94	\$824.90
2008	Hosp. Bond	\$0.5769	\$650,600	4.2%	\$24.22	\$115.38
	Port	\$0.4028	\$456,425	3.0%	\$16.99	\$80.56
	County	\$1.5980	\$1,810,744	11.8%	\$67.41	\$319.60
	State	\$2.1505	\$2,436,799	15.9%	\$90.72	\$430.10
TOTAL		\$13.5387	\$15,336,567		\$570.98	\$2,707.74
School District #267		\$4.3522	\$6,449,690	38.0%	\$237.56	\$870.44
	City	\$3.7950	\$4,866,468	28.7%	\$179.24	\$759.00
2009	Hosp. Bond	\$0.5064	\$646,753	3.8%	\$23.82	\$101.28
	Port	\$0.3759	\$482,162	2.8%	\$17.76	\$75.18
	County	\$1.4914	\$1,913,000	11.3%	\$70.46	\$298.28
	State	\$2.0246	\$2,596,929	15.3%	\$95.65	\$404.92
TOTAL		\$12.5455	\$16,955,002		\$624.49	\$2,509.10

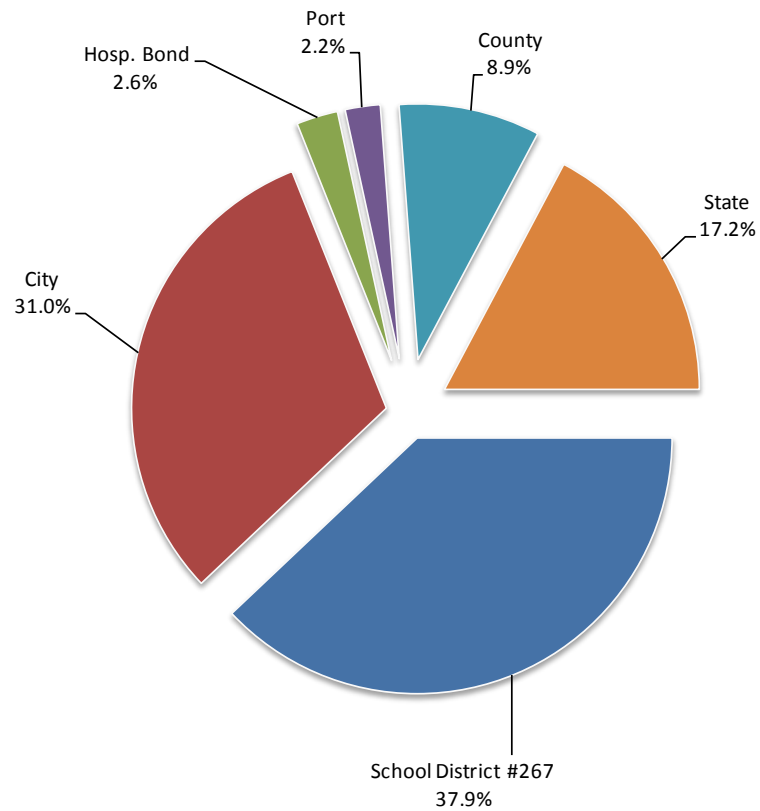
City of Pullman
Property Tax Levies 2010-2014

			Estimated			Dollars Per
Year	Entity	Levy /\$1000	Pullman Revenue	Percent of Total	Dollars Per Capita	\$200,000 Home
2010	School District #267	\$4.4137	\$6,733,170	38.3%	\$243.96	\$882.74
	City	\$3.8399	\$5,044,536	28.7%	\$182.77	\$767.98
	Hosp. Bond	\$0.4953	\$648,033	3.7%	\$23.48	\$99.06
	Port	\$0.3750	\$492,717	2.8%	\$17.85	\$75.00
	County	\$1.4877	\$1,954,872	11.1%	\$70.83	\$297.54
	State	\$2.0839	\$2,691,693	15.3%	\$97.53	\$416.78
TOTAL		\$12.6955	\$17,565,020		\$636.41	\$2,539.10
2011	School District #267	\$4.3708	\$6,749,455	37.2%	\$244.55	\$874.15
	City	\$3.9359	\$5,215,338	28.7%	\$188.96	\$787.19
	Hosp. Bond	\$0.4907	\$647,480	3.6%	\$23.46	\$98.14
	Port	\$0.3749	\$496,876	2.7%	\$18.00	\$74.97
	County	\$1.5082	\$1,999,180	11.0%	\$72.43	\$301.64
	State	\$2.3490	\$3,058,304	16.8%	\$110.81	\$469.79
TOTAL		\$13.0294	\$18,166,633		\$658.21	\$2,605.88
2012	School District #267	\$4.3223	\$6,750,000	31.4%	\$226.36	\$864.46
	City	\$3.9609	\$5,284,735	24.6%	\$177.22	\$792.19
	Hosp. Bond	\$0.4600	\$611,180	2.8%	\$20.50	\$92.00
	Port	\$0.3767	\$1,085,048	5.0%	\$36.39	\$75.33
	County	\$1.5157	\$4,365,506	20.3%	\$146.40	\$303.14
	State	\$2.5464	\$3,398,323	15.8%	\$113.96	\$509.27
TOTAL		\$13.1820	\$21,494,792		\$720.82	\$2,636.39
2013	School District #267	\$4.6562	\$7,271,402	32.0%	\$234.56	\$931.24
	City	\$3.9793	\$5,432,006	23.9%	\$175.23	\$795.87
	Hosp. Bond	\$0.4469	\$593,792	2.6%	\$19.15	\$89.38
	Port	\$0.3718	\$1,108,040	4.9%	\$35.74	\$74.35
	County	\$1.4969	\$4,461,051	19.6%	\$143.90	\$299.38
	State	\$2.8231	\$3,854,509	17.0%	\$124.34	\$564.61
TOTAL		\$13.7742	\$22,720,800		\$732.93	\$2,754.83
2014	School District #267	\$5.8549	\$8,869,621	37.9%	\$286.12	\$1,170.98
	City	\$4.7880	\$7,252,411	31.0%	\$233.95	\$957.61
	Hosp. Bond	\$0.4070	\$614,601	2.6%	\$19.83	\$81.40
	Port	\$0.3431	\$519,754	2.2%	\$16.77	\$68.61
	County	\$1.3807	\$2,091,583	8.9%	\$67.47	\$276.14
	State	\$2.7232	\$4,030,909	17.2%	\$130.03	\$544.63
TOTAL		\$15.4969	\$23,378,879		\$754.16	\$3,099.37

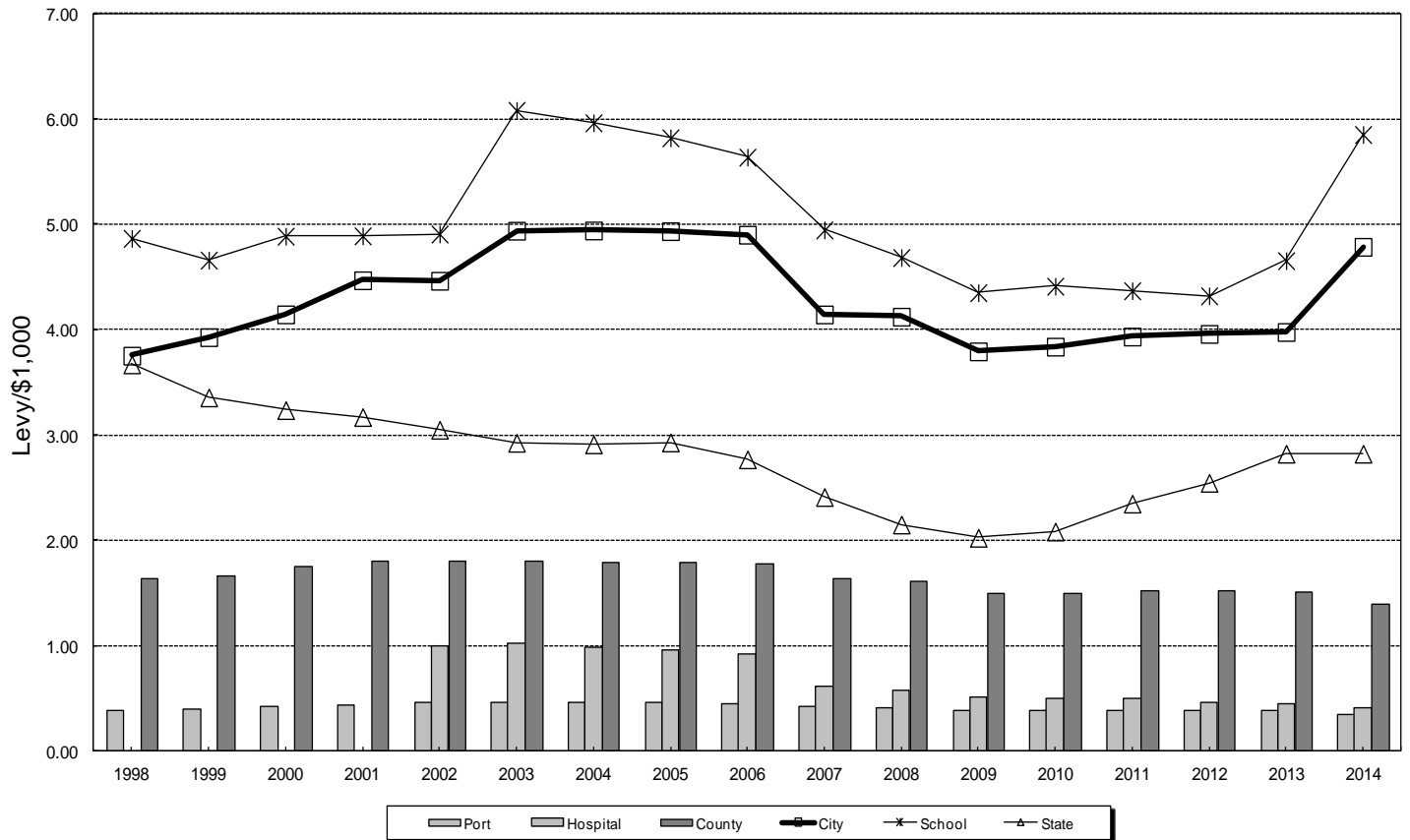
Pullman Property Tax Levy History



Year 2014 Property Tax Levies Within City of Pullman



Property Tax Levies Within City of Pullman

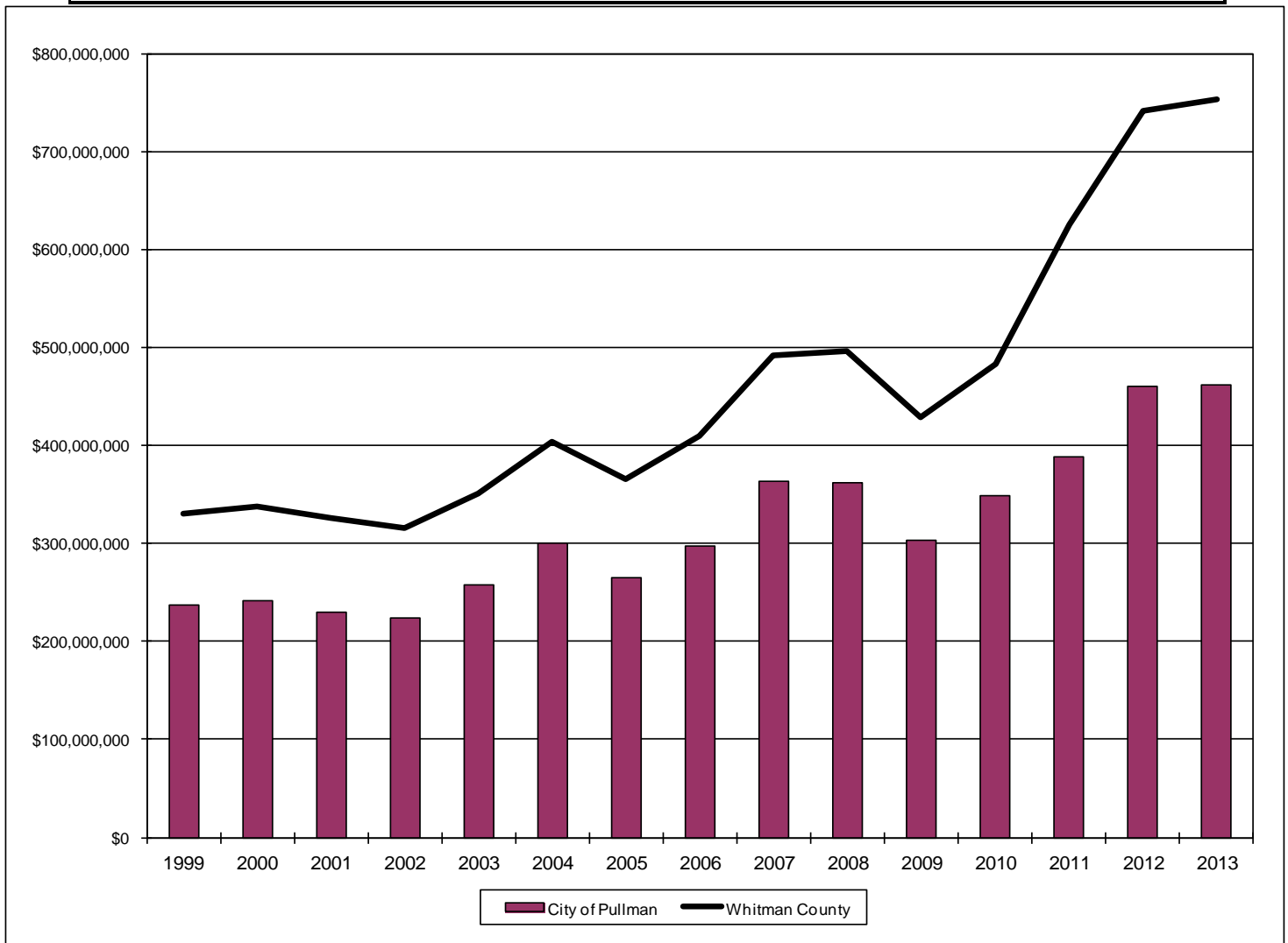


City of Pullman Major Employers

<u>Employer</u>	<u>Business Application</u>	<u>Full, Part-time and Seasonal Employees</u>
Washington State University (Pullman Only)	State University	5,844
Schweitzer Engineering	Electrical Engineering	2,000
Pullman Regional Hospital	Medical Care	420
City of Pullman	Local Government	320
Pullman School District	Education	295
Wal-Mart Stores	Discount Warehouse Store	231
Safeway	Supermarket	140
Dissmore's IGA	Supermarket	90
Shopko	Department Store	60

City of Pullman Taxable Retail Sales

Year	City of Pullman	Whitman County	Pullman % of County
1999	237,431,621	330,577,591	71.8%
2000	242,293,343	338,464,154	71.6%
2001	230,097,059	326,313,164	70.5%
2002	224,620,425	316,244,959	71.0%
2003	258,256,743	351,296,643	73.5%
2004	299,871,863	403,670,557	74.3%
2005	264,751,271	366,249,168	72.3%
2006	297,566,027	410,510,705	72.5%
2007	363,264,839	492,004,675	73.8%
2008	362,042,613	497,239,432	72.8%
2009	303,928,693	428,920,689	70.9%
2010	348,650,289	483,031,819	72.2%
2011	388,885,530	625,315,675	62.2%
2012	459,971,429	741,454,557	62.0%
2013	461,610,336	753,272,153	61.3%

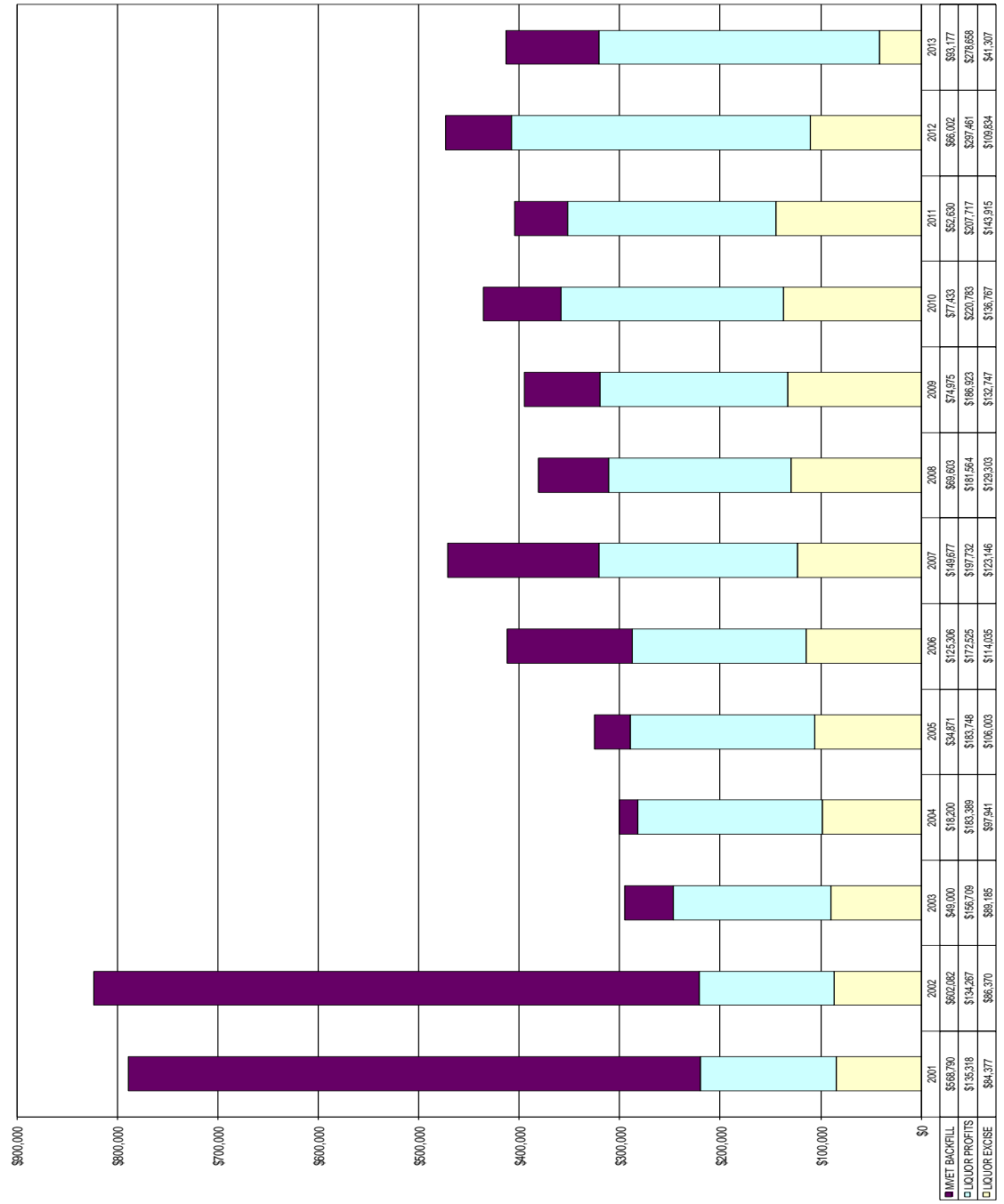


City of Pullman
Schedule of General Obligation Debt Service
2015 - 2029

Year	Water and Sewer Revenue Bond		Non- voted G.O Debt Street & Sidewalk Imp		Voted G.O Debt 2007 Parks, Paths, Sidewalks		Total Debt Service
	Principal	Interest(1)	Principal	Interest(1)	Principal	Interest(1)	
2015	110,000	91,608	35,000	1,470	250,000	33,900	521,978
2016	110,000	88,307			260,000	23,900	482,207
2017	120,000	84,733			270,000	13,500	488,233
2018	120,000	80,232					200,232
2019	130,000	75,433					205,433
2020	130,000	70,232					200,232
2021	135,000	65,033					200,033
2022	140,000	59,632					199,632
2023	150,000	53,858					203,858
2024	155,000	47,483					202,483
2025	160,000	40,662					200,662
2026	165,000	33,623					198,623
2027	175,000	26,362					201,362
2028	185,000	18,050					203,050
2029	195,000	9,262					204,262
TOTAL	\$2,180,000	\$844,510	\$35,000	\$1,470	\$780,000	\$71,300	\$3,912,280

(1) Several of the Bond Interest figures have been rounded.

STATE-SHARED REVENUES



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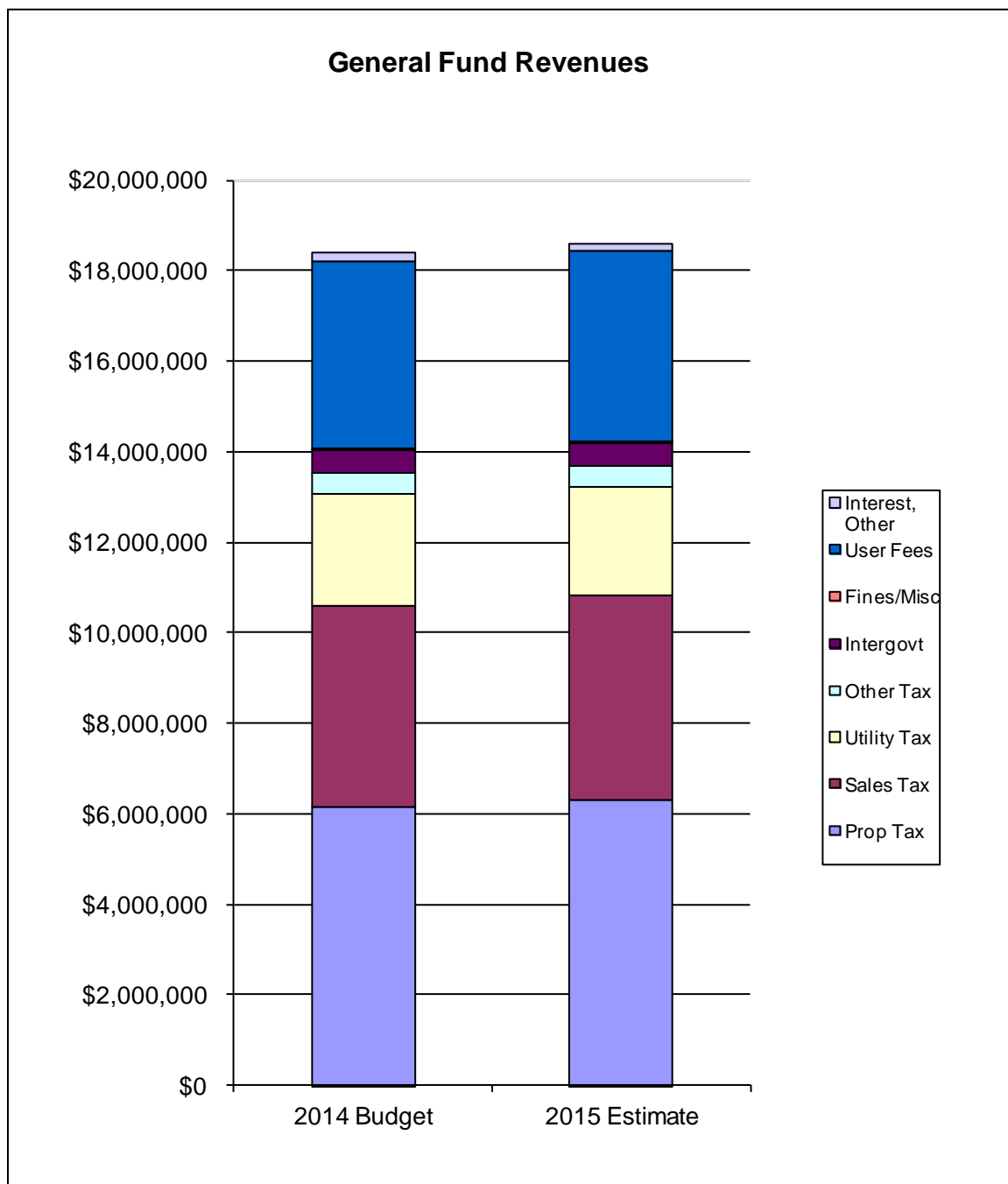
GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS

1. Should the service being considered be provided at all?
2. If the service is justified, is it most appropriate to let the private sector meet the demand without any public sector involvement or encouragement?
3. If public sector involvement is determined to be appropriate, should the public sector contract with the private sector to provide the service or provide the service as a public function?
4. If the service is determined to be best provided as a public function, what unit of government is most appropriate to provide the service?
5. If it is determined that municipal government would more appropriately deliver the service than would the federal government, state government, or a special purpose district, how will the funding for the new municipal service be provided?
6. The proposer(s) of a new service will be required to identify a specific funding source.

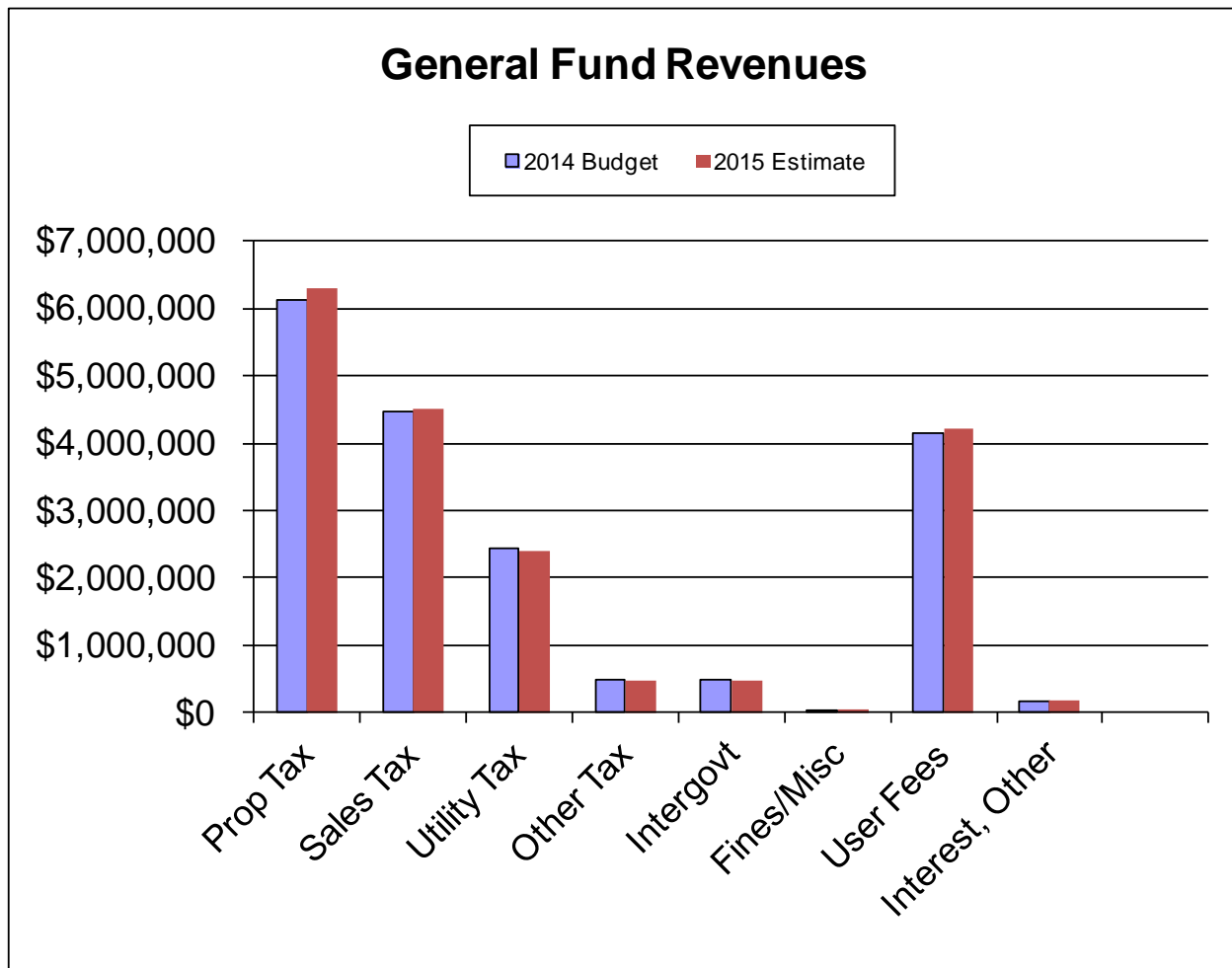
2014 - 2015 BUDGET SUMMARY BY FUND

2014 AMENDED BUDGET*				2015 BUDGET REQUEST		
FUND	TITLE	REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	CHANGE
001	GENERAL FUND:					
	ADMINISTRATION/FINANCE		1,302,085		1,413,050	110,965
	POLICE/SUPPORT SERVICE		5,788,860		6,154,184	365,324
	FIRE/RESCUE		4,560,017		5,360,329	800,312
	PUBLIC WORKS		449,298		424,918	(24,380)
	PLANNING		324,425		330,549	6,124
	PUBLIC SERVICES		2,777,320		2,818,037	40,717
	LIBRARY		1,235,729		1,455,782	220,053
	GENERAL GOVERNMENT		302,105		266,750	(35,355)
	OPERATING TRANSFERS:					
	AIRPORT		32,013		32,013	
	OTHER		114,480		12,153	(102,327)
	TOTAL OPERATING EXPENDITURES:		\$16,886,332		\$18,267,765	\$1,381,433
				OPERATING PERCENTAGE CHANGE: 8.2%		
	CAPITAL EXPENDITURES & TRANSFERS:					
	CAPITAL EXPENDITURES		292,736		1,042,379	749,643
	NON-OPERATING EXPENDITURES		286,567		180,832	(105,735)
	TO OTHER FUNDS					
	TOTAL CAPITAL:		\$579,303		\$1,223,211	\$643,908
	TOTAL GENERAL FUND:	\$18,396,341	\$17,465,635	\$18,588,059	\$19,490,976	\$2,025,341
				TOTAL FUND PERCENTAGE CHANGE 11.6%		
104	ARTERIAL STREETS	2,958,517	3,510,756	1,265,899	1,619,012	(1,891,744)
105	STREETS	1,692,345	1,775,174	1,712,125	2,322,634	547,460
120	CIVIC IMPROVEMENT	341,362	340,162	346,000	345,000	4,838
310	CEMETERY EXPANSION	450	6,000	775	6,000	
315	2005 LTGO BOND FUND	38,210	38,508	34,797	36,772	(1,736)
316	2007 BOND FUND	384,340	1,019,740	534,300	1,084,300	64,560
317	2009 AIRPORT WATER BOND FUND	205,408	205,408	205,408	205,408	
322	DOWNTOWN RIVERWALK					
401	UTILITIES	10,549,215	13,868,047	9,932,980	13,097,569	(770,478)
403	UTILITY CAPITAL PROJECTS	2,952,770	2,952,770	838,380	838,380	(2,114,390)
404	STORMWATER	1,270,000	1,231,803	1,116,000	1,359,823	128,020
405	TRANSIT	4,403,565	5,234,667	4,186,948	4,634,076	(600,591)
501	EQUIPMENT RENTAL	2,402,540	2,879,404	3,043,742	3,565,597	686,193
504	GOV'T BUILDINGS	985,505	992,295	1,010,670	1,007,431	15,136
507	INFORMATION SYSTEMS	604,934	628,460	771,961	797,061	168,601
607	LAWSON GARDENS ENDOW	70,500	149,494	67,260	153,085	3,591
610	CEMETERY CARE FUND	3,950	450	3,900	500	50
615	FIREMEN'S PENSION	26,983	60,000	29,178	60,000	
651	AIRPORT AGENCY	2,754,374	3,464,086	18,907,932	19,473,373	16,009,287
	TOTAL ALL FUNDS:	\$50,041,309	\$55,822,859	\$62,596,314	\$70,096,997	\$14,274,138
				PERCENTAGE CHANGE: 25.6%		

* Includes Budget Amendments Approved on January 14, 2014 and August 26, 2014.



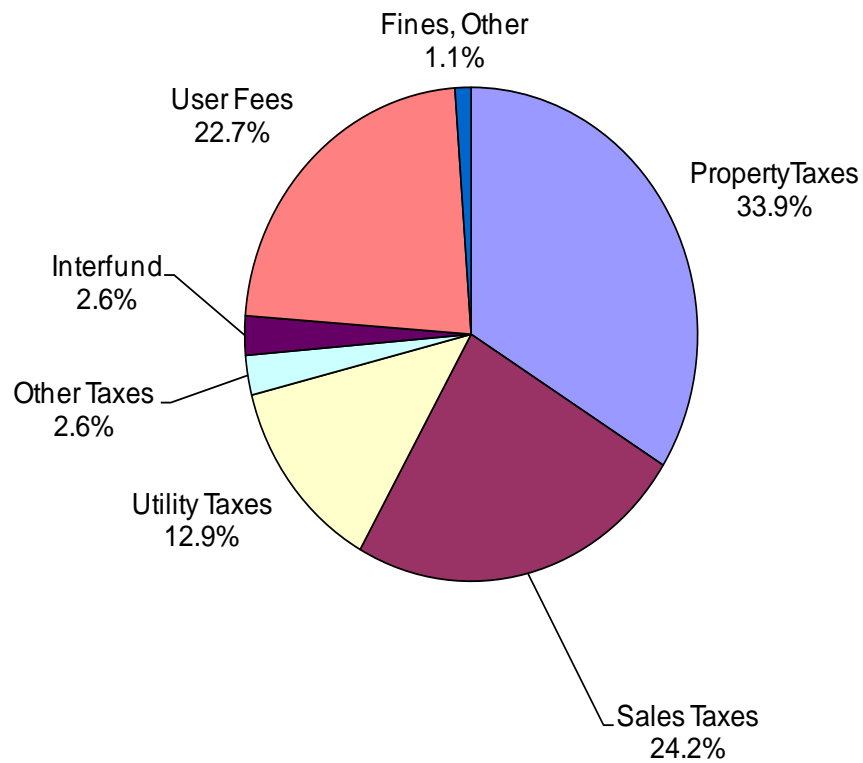
2015 Total: \$18,588,059



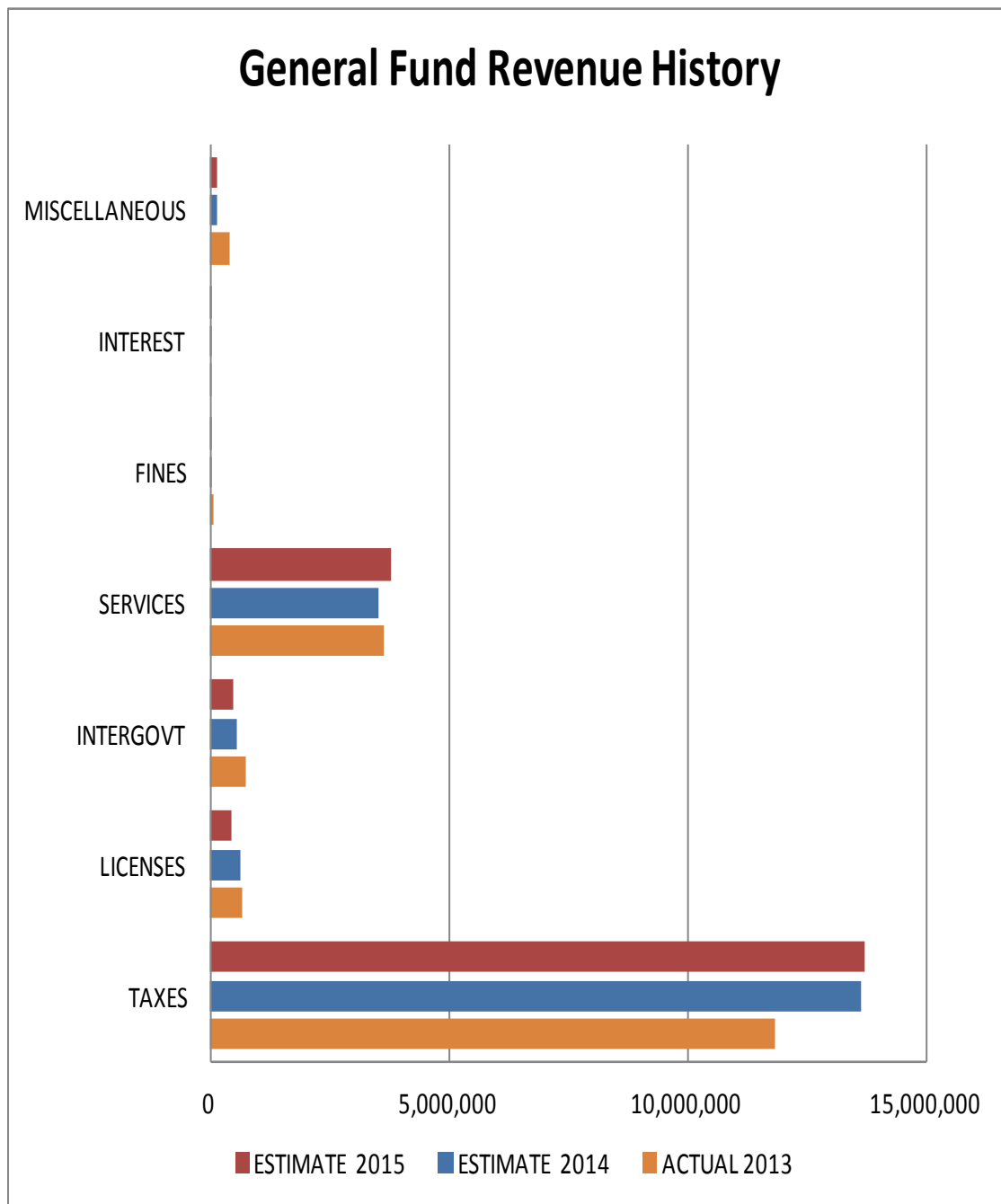
2015 Total: \$18,588,059

Pullman's General Fund 2015 Budget

Estimated Revenues: \$18,588,059



2015 Total: \$18,588,059



2015 Total: \$18,588,059

FUND NUMBER**TITLE****001****GENERAL FUND - REVENUES**

PURPOSE: The General Fund receives virtually all unrestricted revenues required by the City to support general governmental services such as Police and Fire protection, Recreation, Parks, Cemetery, Planning, Building Inspection, Library and Administration/Finance. The General Fund also provides operating support to the Pullman - Moscow Airport and the Information Systems Fund for government access channel services. In addition, the General Fund provides major funding for capital projects previously approved under the City's Capital Improvement Program.

REVENUES: Revenues to support these functions are derived primarily from various taxes collected both locally and also state-shared, together with fees, permits, grants, charges for services, fines, income from investments and miscellaneous other sources.

2015 ESTIMATES:

INTRODUCTION: General Fund cash reserves at year-end 2015 should equal approximately \$3.147 million. We estimate that 2015 total revenues will increase 1.0 percent or \$191,718 from the budgeted 2014 total. Details on various revenue elements follow:

TAXES: On February 11, 2014, the voters of Pullman approved a levy lift for the County and a new levy for the Hospital. This resulted in a reduction in the Metropolitan Park Levy amount of approximately \$269,000 due to its junior taxing district status. Metropolitan Park District funds are transferred to the General Fund to support Parks and Recreation operations and capital projects. Together the general property tax revenue and the EMS levy comprise 33.9 percent of General Fund revenues.

From 2009 through 2012, during the Great Recession, construction activity was significantly down. 2013 was a rebound year with record permitting activity. Building permit issues indicate that 2014 will also be a strong construction year, but not as strong as 2013. Sales taxes collected were: 2008 \$3,431,430; 2009 \$2,896,161; 2010 \$2,910,597; 2011 \$3,355,678; 2012 \$3,966,306 and 2013 \$3,928,923. For 2014 sales taxes will come in about 9 percent higher than the 2014 budget. 2015 Sales tax revenue projections are slightly lower than the

anticipated 2014 collection rate. Expected sales tax revenues of \$4.1 million will provide about 22.1 percent of total General Fund revenues. The one-tenth of 1 percent sales tax for criminal justice purposes enacted countywide and distributed on a per capita basis should generate approximately \$400,000 and will provide 2.2 percent of total General Fund revenues in 2015. It should be noted that both 2013 and 2014 sales taxes were aided by football related building activities, apartment construction and other WSU projects. During the 2014 Mid-Year Financial report, we warned of a decrease to sales tax revenues in 2016 because of the scheduled completions of major taxable WSU projects. Related 2015 construction at Pullman High School will carry us through 2015. There are no major projects that we are aware of at this time projected for 2016. Consequently, sales tax revenue for 2016 is currently projected to drop approximately \$300,000 to \$500,000.

For admissions taxes, the forecast is for a slight increase in 2015 receipts. During 2014 several venues were found not to be paying admission taxes. This situation has been corrected. Utility taxes are expected to rise 3 percent in 2015 and provide about 12.9 percent of General Fund revenues. The positive impacts to utility taxes usually include rate increases for electric, natural gas and water/sewer rates. Indications are for a mild winter and warmer summer than 2015 which obviously affects the tax amount received from energy providers. Local taxes in total will provide about \$13,687,000, or 73.6 percent of the General Fund's total revenues. This is a 1.1 percent increase from 2014 and a 0.3 percent increase from projected 2014 estimated revenues.

LICENSES AND PERMITS: The cable TV franchise fee should generate approximately \$140,000. Building permits revenues should decrease from the 2014 budget and from 2013 year end to \$325,000. Other licenses are expected to increase slightly.

INTERGOVERNMENTAL REVENUE: This category includes state-imposed and collected taxes and profits, which are shared primarily on a per capita basis with the state's cities. The Washington State Office of Financial Management estimated Pullman's 2014 population at 31,420. The state's estimates of per capita shares in 2015 are Liquor Tax: \$2.71 and Liquor Profits: \$8.77. The city of Pullman, as with all local agencies, will not receive any of the state collected excise tax on marijuana production, processing and sale.

State-shared and other intergovernmental and known grant revenue in 2015 will provide 2.6 percent of General Fund revenues (A comparison: in 1991, state-shared revenues provided 32 percent of the General Fund's revenues). Overall State-shared and other intergovernmental revenues are projected to decrease 1 percent compared to 2014. The leading reason is a reduction of approximately \$52,600 in a Smart Policing grant

CHARGES FOR SERVICES: This category consists of service fees and user charges. Ambulance fees, Parks and Recreation program fees, and Metropolitan Park District service fees are included in this category. We estimate that fee income will total approximately \$3,772,212, which is \$125,975 more than the 2014 budget. Approximately 20.3 percent of General Fund revenues are derived from user fees.

In 2014, the City of Pullman re-negotiated an Interlocal Agreement with Washington State University to provide fire protection services to the university campus. In 2014, the university will provide the City \$1,067,174 to offset the costs to provide those services. For 2015, this amount should be approximately \$1,109,800

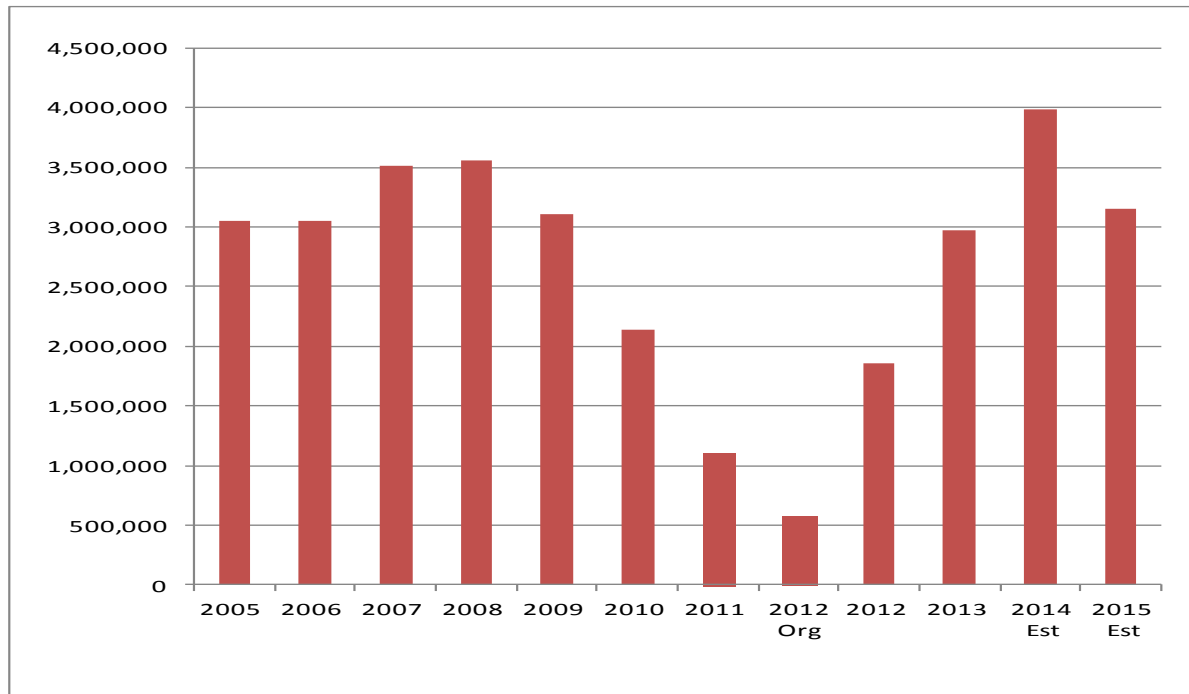
FINES AND FORFEITS: A decrease of \$2,500 is projected for fine and Fees estimates. This category is projected to contribute 0.2 percent of total General Fund revenues.

INVESTMENT INTEREST: Interest rates remain at record lows. Investment and miscellaneous income categories provide about 0.9 percent (\$172,197) of General Fund revenues.

ESTIMATED BEGINNING CASH: This estimate is included as a revenue item, although it does not represent continuing income. It is composed of a working capital element of approximately eight percent of expenditures that must be preserved to smooth out the gaps between ongoing monthly expenditures and an uneven revenue stream. It also should include a five percent contingency reserve that the Council established in 1984 as a goal for unanticipated emergency expenditures or revenue decreases. The estimated 2015 beginning unallocated and unreserved contingency cash reserve totals \$3.983 million, or 24.22 percent of the 2014 operating requests and 21.6 percent of 2015 operating request. The ending 2015 cash total is estimated to be 17.065 percent of the 2015 operating requests. The cash reserve will exceed the 13.0 percent Council goal level. Although year-end estimates

have been historically conservative, there will not be a large variation from the expected outcome.

General Fund Cash Balance



2009	\$3,108,999		
2010	\$2,137,577		(971,422)
2011	\$1,104,864	7.4%	(1,032,713)
2012	\$ 578,098	Orig 3.5%	(526,766)
2012	\$1,854,201	11.2%	749,337 from 2011
2013	\$2,975,269	16.8%	1,121,068
2014	\$3,983,113	Est 24.2%	1,272,290
2015	\$3,146,893	Est 17.06%	(836,220)

The chart shows the affect of balancing the budget from 2008 to 2012 with cash, as opposed to 2013 and 2014 where reserves are not used. Reserves were used for 2015 to accommodate one time Fire Department CIP Expenses

TOTAL REVENUES: Total 2015 revenues, before estimated beginning cash on hand, are expected to increase \$191,718 from the 2014

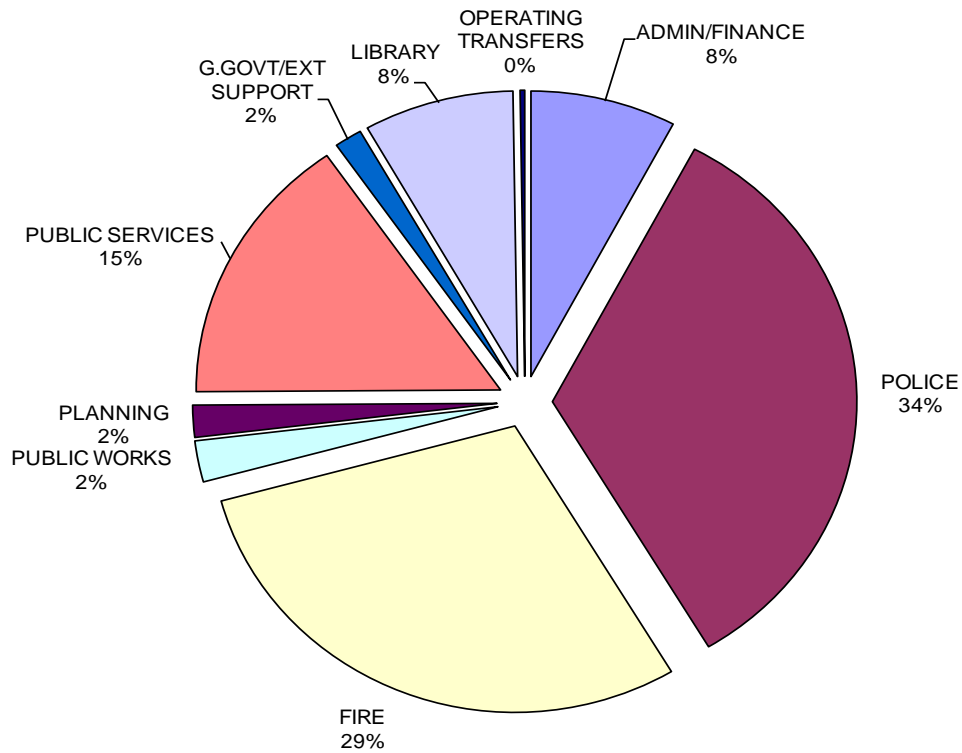
amended budget. Estimated 2015 General Fund revenues together with year-end 2014 reserves and savings are sufficient to sustain the 2015 budget requests. Ending cash is expected to exceed the City Council's goal to sustain a 13.0 percent reserve level.

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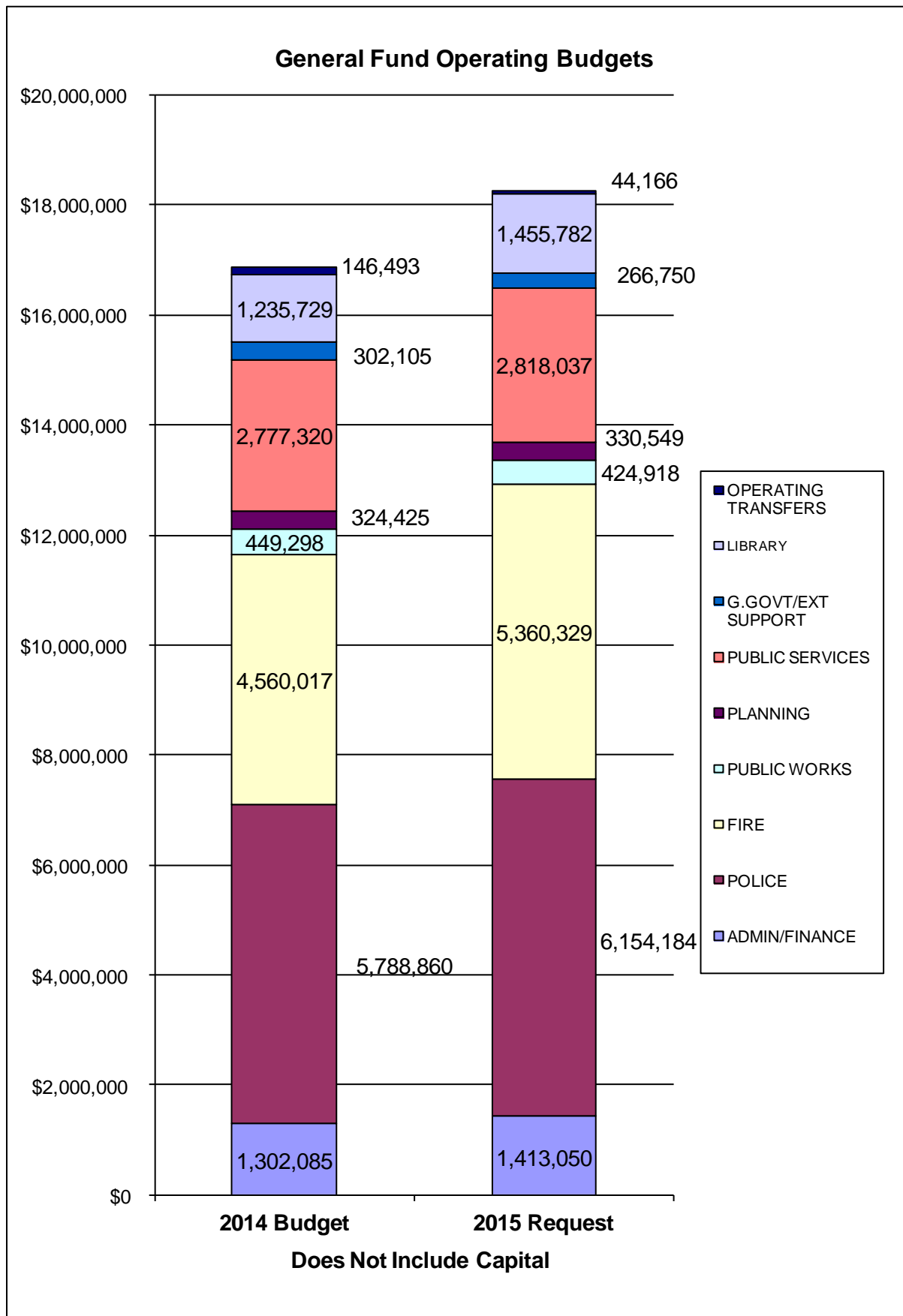
2015 GENERAL FUND REVENUE ESTIMATE SUMMARY

	ACTUAL 2013	AMENDED 2014 BUDGET	YTD 06/30/14	YEAR END 2014 ESTIMATE	PRELIMINARY ESTIMATE 2015	\$ CHANGE ESTIMATES 2014-2015	% CHANGE ESTIMATES 2014-2015	% OF BUDGET
TAXES:								
PROPERTY	4,025,882	5,400,000	2,934,294	5,390,200	5,540,000	140,000	2.6%	29.8%
EMS TAX LEVY	559,399	740,000	407,546	737,600	765,000	25,000	3.4%	4.1%
RETAIL SALES	3,928,923	4,060,346	2,110,905	4,300,000	4,100,000	39,654	1.0%	22.1%
NATURAL GAS USE	148,664	150,000	155,298	205,000	150,000	0	0.0%	0.8%
LOCAL CRIM JUST SALES TAX	402,880	405,000	211,080	410,000	400,000	(5,000)	-1.2%	2.2%
IF TAXES - UTILITIES - WATER	204,456	180,000	88,575	195,000	180,000	0	0.0%	1.0%
IF TAXES - UTILITIES - SEWER	177,111	190,000	88,207	175,000	190,000	0	0.0%	1.0%
IF TAXES - UTILITIES - STORMWATER	43,710	45,000	21,939	44,000	45,000	0	0.0%	0.2%
ADMISSIONS	254,735	290,000	165,697	265,000	300,000	10,000	3.4%	1.6%
UTIL TAX-ENERGY	1,286,483	1,235,000	635,737	1,220,000	1,235,000	0	0.0%	6.6%
UTIL.TAX-SOLID WASTE	148,906	132,000	65,573	135,000	132,000	0	0.0%	0.7%
UTIL.TAX-SOLID WASTE 3%	110,397	119,000	47,850	105,000	115,000	(4,000)		
UTIL. TAX-TELEPHONE	355,410	400,000	137,083	295,000	350,000	(50,000)	-12.5%	1.9%
LEASEHOLD EXCISE	72,650	70,000	33,478	65,000	70,000	0	0.0%	0.4%
GAMBLING	108,565	125,000	22,841	100,000	115,000	(10,000)	-8.0%	0.6%
TOTAL TAXES:	\$11,828,172	\$13,541,346	\$7,126,101	\$13,641,800	\$13,687,000	\$145,654	1.1%	73.6%
CABLE FRANCHISE	150,505	140,000	37,381	135,000	140,000	0	0.0%	0.8%
OTHER LICENSES:	539,157	363,700	246,980	498,500	299,250	(64,450)	-17.7%	1.6%
INTERGOVERNMENT:								
FEDERAL GRANT TOTALS	295,048	72,832	62,552	88,975	25,000	(47,832)	-65.7%	0.1%
STATE GRANT TOTALS	944	0	2,284	2,373	900	900		0.0%
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0		0.0%
MOTOR VEH EXCISE	0	0	0	0	0	0		0.0%
EQUALIZATION	0	0	0	0	0	0		0.0%
CITY ASSISTANCE	93,177	82,000	42,792	91,000	82,000	0	0.0%	0.4%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0		0.0%
MVET - CRIMINAL JUSTICE	35,206	19,048	18,358	30,000	30,000	10,952		0.2%
CTED CRIMINAL JUSTICE	5,632	12,000	2,820	5,500	3,000	(9,000)		0.0%
LIQUOR EXCISE	41,307	18,000	9,496	42,000	61,000	43,000	238.9%	0.3%
LIQUOR PROFITS	278,658	278,628	137,799	276,000	276,000	(2,628)	-0.9%	1.5%
TOTAL INTERGOVT:	\$749,971	\$482,508	\$276,101	\$535,848	\$477,900	(\$4,608)	-1.0%	2.6%
SERVICE CHARGES:	3,235,973	3,271,123	1,521,623	3,335,243	3,378,431	156,200	4.8%	18.2%
INTERFUND CHGS:	386,320	375,114	136,094	364,424	393,781	18,667	5.0%	2.1%
FINES:	62,222	42,000	16,007	46,300	39,500	(2,500)	-6.0%	0.2%
INVESTMENT INCOME	29,531	37,000	17,192	36,000	37,000	0	0.0%	0.2%
OTHER MISC.	408,358	143,550	89,890	141,749	135,197	(8,353)	-5.8%	0.7%
TOTAL MISC:	\$437,889	\$180,550	\$107,082	177,749	\$172,197	(\$8,353)	-4.6%	0.9%
TOTAL REVENUES:	\$17,390,209	\$18,396,341	\$9,467,369	\$18,734,864	\$18,588,059	\$191,718	1.0%	100.0%
BEGINNING CASH:	1,854,201	2,975,269	2,975,269	2,975,269	4,530,642	1,555,373	52.3%	
TOTAL RESOURCES:	\$19,244,409	\$21,371,610	\$12,442,637	\$21,710,133	\$23,118,701	\$1,747,091	8.2%	

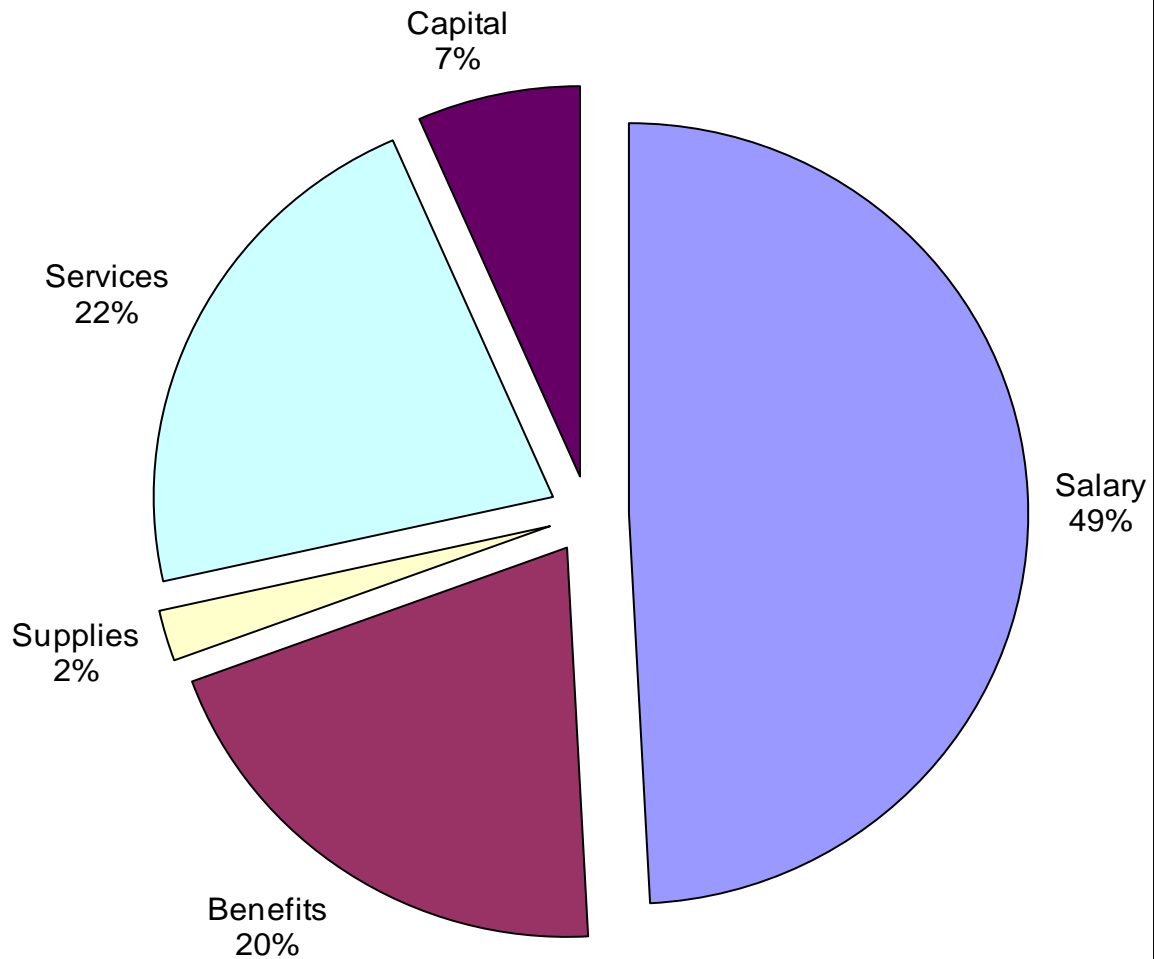
**2015
General Fund Budget: Operating Requests**



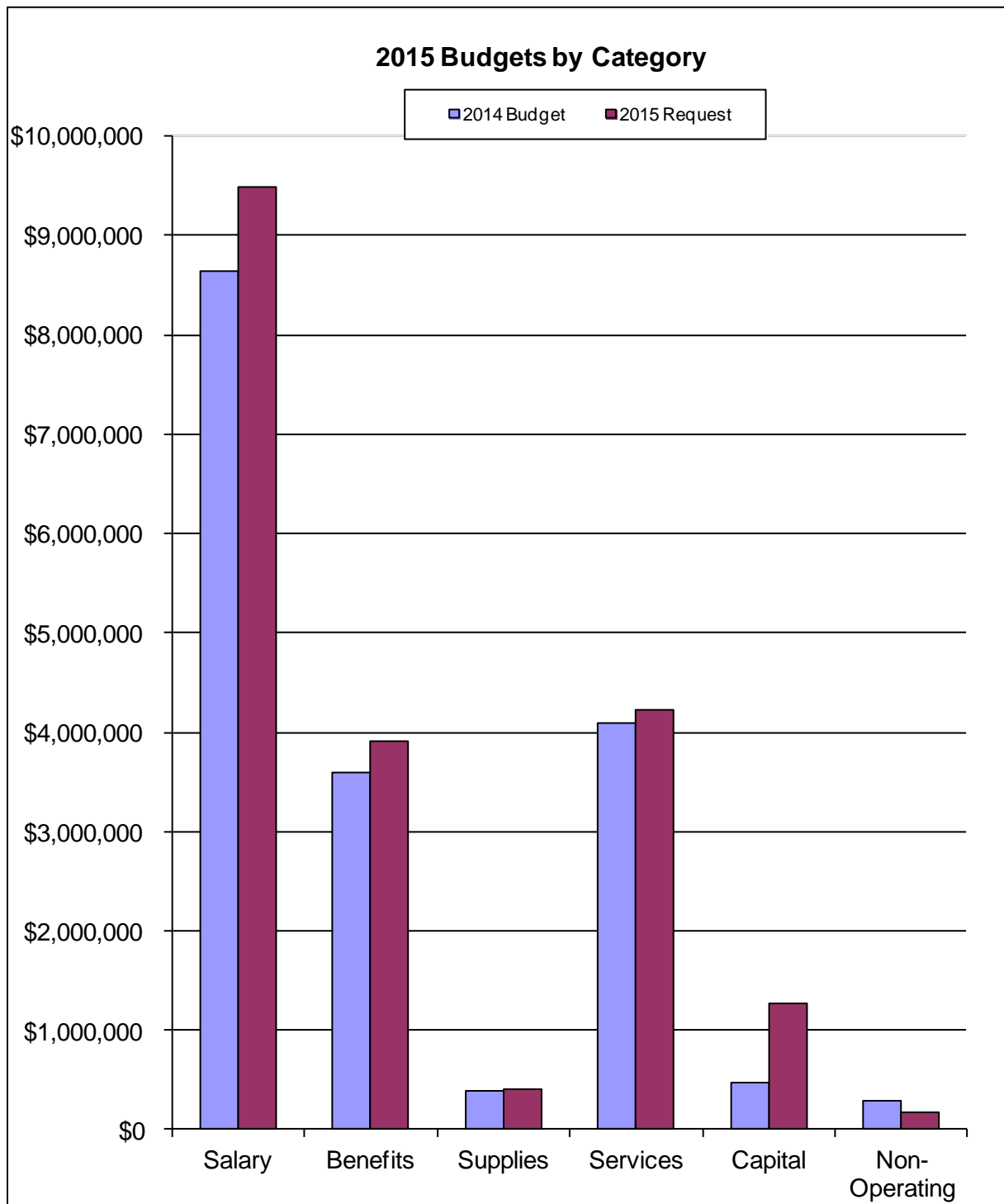
**2015 Total Operating Requests:
\$18,267,765**



**2015 General Fund Budget Requests
By Category**



**2015 Total Requests:
\$18,267,765**



FUND NUMBER**TITLE****001****GENERAL FUND - EXPENDITURES**

EXPENDITURES: The Departmental Budget Request summary table lists 2015 General Fund Operating Expenditure requests totaling \$18,267,765. Overall, total operating requests represent an increase of 8.2 percent above the 2014 amended budget. Total expenditure requests, including capital expenditures and capital transfers total \$19,490,876. This is an 11.6 percent increase from the 2014 amended budget. Capital expenditure requests total \$1,042,379.

ESTIMATED ENDING CASH: This proposal establishes an estimated ending cash balance of \$3,146,893. It is the City Council's goal that this balance represents working capital equal to eight percent of operating expenditures (one month's expenditures) plus a five percent emergency reserve to provide funding for any unexpected expenditure requirements. The estimated cash balance exceeds this 13 percent goal. The projected ending cash balance, after CIP set aside, equals 17.06 percent of operating requests or about \$748,575 over goal.

OBJECT TOTALS: The following tables indicate the General Fund departmental requests by department and by expenditure category: salaries, benefits, supplies, general government expenditures, external support expenditures, operating transfers and capital expenditures, and transfers.

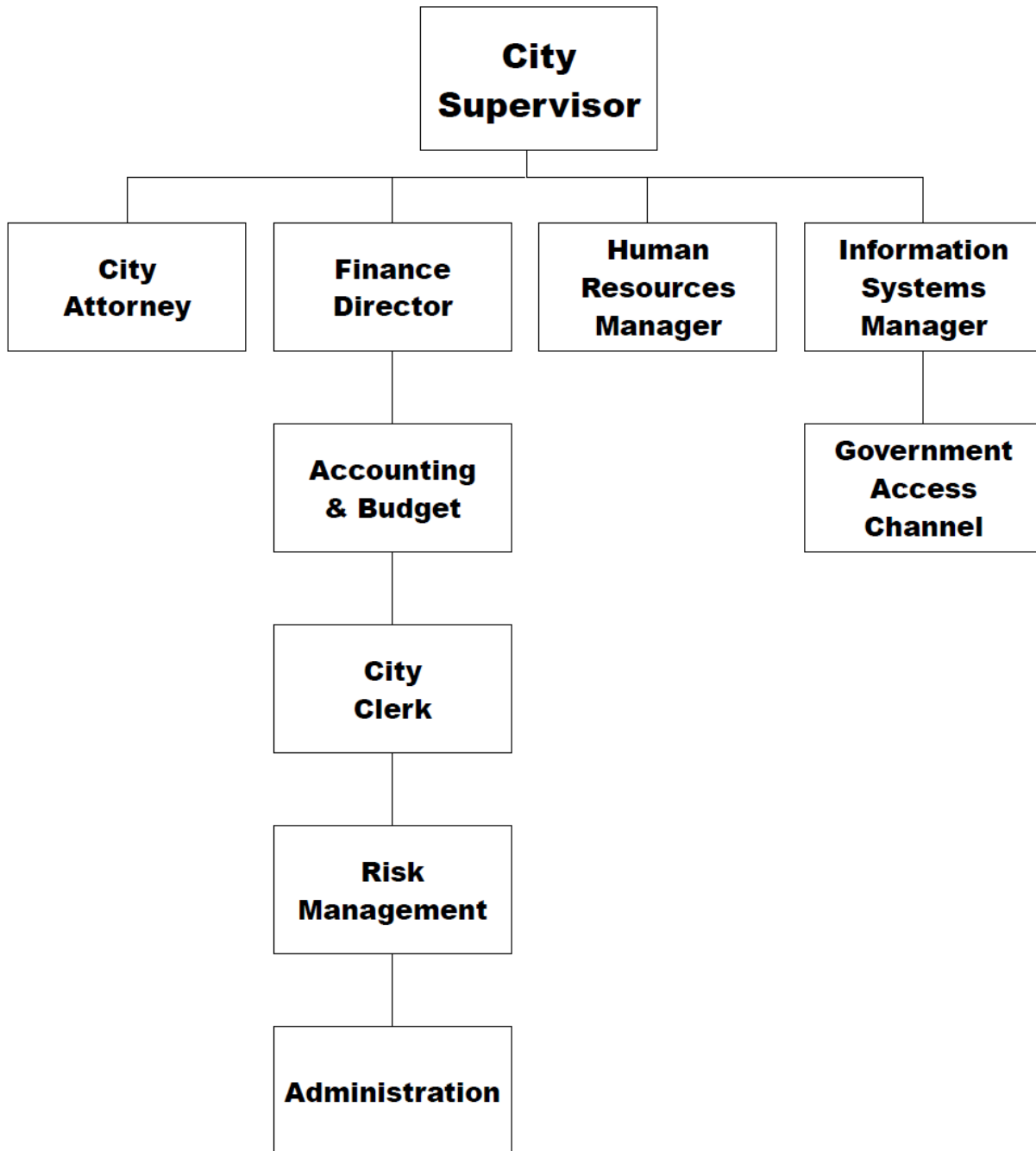
Notice: Readers may be used to seeing statements for financial activities showing both revenues and expenditures of an organization in one statement. For the General Fund, revenues into the General Fund are for the use of all the departments in the General Fund unless otherwise restricted. On the detail sheets and departmental sheets, listed under the Total lines are numbers that represent either the restricted use of the revenues or revenues that can be attributable to the department. This will enable the reader to see for expenditures how much was collected to offset those expenditures.

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

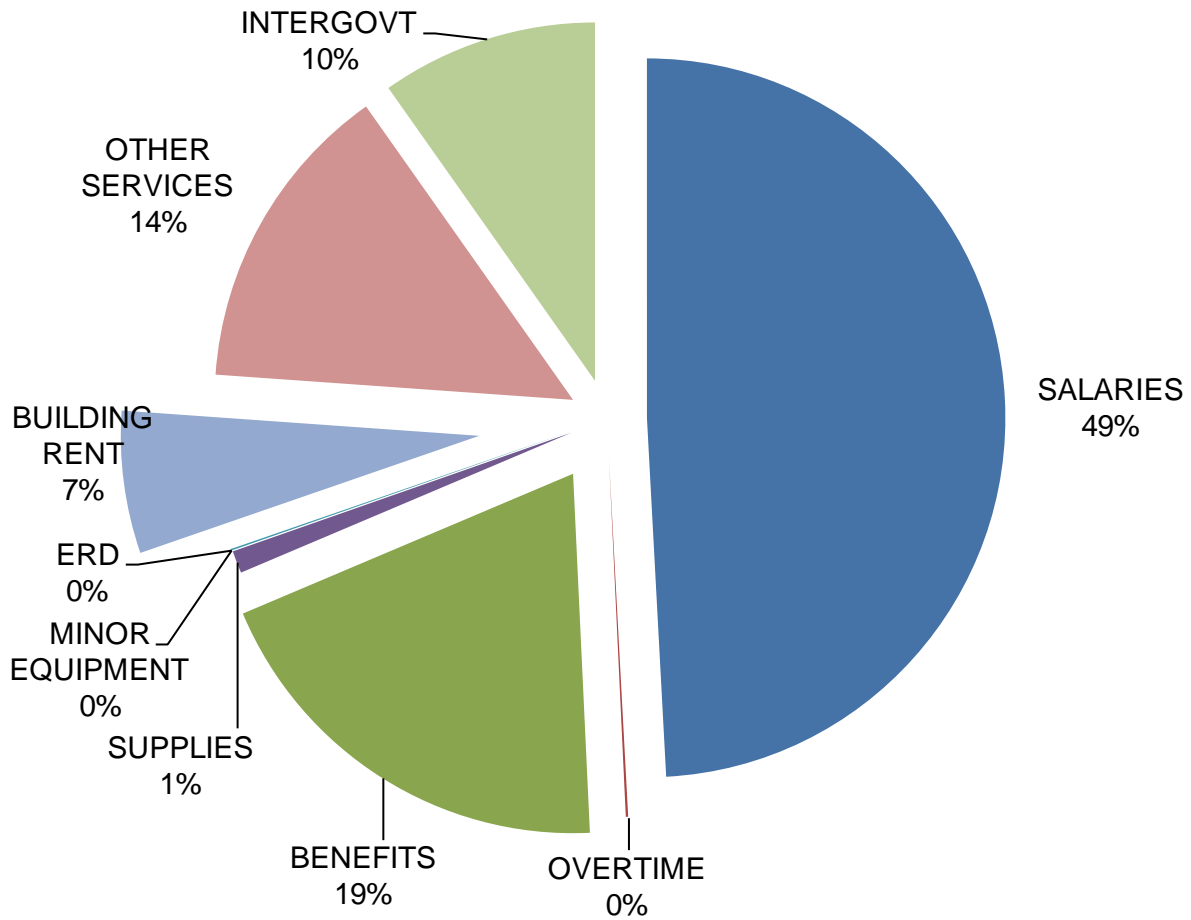
	2013	2014	YTD	2015		SHARE
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>	<u>% CHANGE OF TOTAL</u>
DEPARTMENT TOTALS:						
ADMIN/FINANCE	1,187,291	1,302,085	647,444	1,413,050	110,965	8.5%
POLICE	5,206,338	5,788,860	2,618,882	6,154,184	365,324	6.3%
FIRE	4,412,011	4,560,017	2,228,920	5,360,329	800,312	17.6%
PUBLIC WORKS	364,071	449,298	182,108	424,918	(24,380)	-5.4%
PLANNING	252,571	324,425	131,654	330,549	6,124	1.9%
PUBLIC SERVICE	2,587,488	2,777,320	1,293,752	2,818,037	40,717	1.5%
G.GOV'T/EXT SUPPORT	277,719	302,105	226,131	266,750	(35,355)	-11.7%
LIBRARY	1,050,990	1,235,729	519,119	1,455,782	220,053	17.8%
OPERATING TRANSFERS						
EQUIPMENT RENTAL DIVISION	61,923	19,351	19,696	0	(19,351)	
INFO SYS-GOV'T ACCESS CHANNEL	4,159	3,926	3,926	5,083	1,157	0.0%
GOVT BUILDINGS	0	91,203	0	7,070	(84,133)	
AIRPORT	32,013	32,013	32,013	32,013	0	0.0%
TOTAL OPERATING:	\$15,436,575	\$16,886,332	\$7,903,644	\$18,267,765	\$1,381,433	8.2%
PERCENTAGE CHANGE:					8.2%	
NON-OPERATING EXPENDITURES	421,407	286,567	121,176	180,832	(105,735)	-25.1%
CAPITAL OUTLAYS:						
C.I.P. PROJECTS	432,245	292,736	127,790	1,042,379	749,643	173.4%
CAPITAL TRANSFERS:						
OTHER FUNDS	0	0	0	0	0	
TOTAL CAPITAL:	\$432,245	\$292,736	\$127,790	\$1,042,379	\$749,643	256.1%
TOTAL GENERAL FUND:	\$16,290,228	\$17,465,635	\$8,152,611	\$19,490,976	\$2,025,341	11.60%

	2013	2014	YTD	2015			SHARE
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>	<u>% CHANGE</u>	<u>OF TOTAL</u>
ALL DEPARTMENTS							
SALARIES	7,666,325	8,110,028	3,844,599	8,869,195	759,167	9.4%	49.3%
OVERTIME	491,625	525,042	230,408	623,197	98,155	18.7%	3.2%
BENEFITS	3,021,767	3,598,946	1,539,067	3,911,265	312,319	8.7%	21.9%
SUPPLIES	297,915	389,600	176,040	406,923	17,323	4.4%	2.4%
MINOR CAPITAL, BOOKS	131,017	173,632	87,159	226,827	53,195	30.6%	1.1%
ERD RENTAL	877,502	882,515	441,003	938,263	55,748	6.3%	5.4%
BUILDING RENT	850,102	790,618	397,469	806,387	15,769	2.0%	4.8%
OTHER SERVICES	204,379	1,014,271	438,732	1,074,240	59,969	5.9%	6.2%
INFO SYS/INTERGOVT	1,520,130	953,082	467,402	1,100,552	147,470	15.5%	4.3%
TOTAL DEPT OPERATING:	\$15,060,761	\$16,437,734	\$7,621,878	\$17,956,849	\$1,519,115	9.2%	98.5%
GENERAL GOV'T	272,189	292,105	224,137	257,250	(34,855)	-11.9%	
EXTERNAL SUPPORT	5,530	10,000	1,994	9,500	(500)	-5.0%	
OPER. TRANSFERS:	98,095	146,493	55,635	44,166	(102,327)	-69.9%	
NON-OPERATING EXPENDITURES	421,407	286,567	121,176	180,832	(105,735)	0	
TOTAL OPERATING:	\$15,857,982	\$16,886,332	\$7,903,644	\$18,448,597	\$1,275,698	7.6%	
CAPITAL OUTLAYS	432,245	292,736	127,790	1,042,379	749,643	256.1%	
GRAND TOTAL:	\$16,290,228	\$17,465,635	\$8,152,611	\$19,490,976	\$2,025,341	11.6%	

City of Pullman
Administration & Finance



ADMINISTRATION AND FINANCE



TOTAL OPERATING REQUEST:
\$1,413,050

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2013	2014	YTD	2015	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
ADMINISTRATION AND FINANCE					
SALARIES	603,765	648,476	310,910	694,467	45,991
OVERTIME	649	1,500	237	1,500	0
BENEFITS	230,899	252,001	121,838	273,735	21,734
SUPPLIES	12,361	14,250	6,662	14,250	0
MINOR EQUIPMENT	187	1,000	75	1,000	0
ERD	0	0	0	0	0
BUILDING RENT	71,973	86,293	43,147	90,699	4,406
OTHER SERVICES	117,658	203,550	81,959	199,200	(4,350)
INFO SYS/INTERGOVT	149,799	95,015	82,616	138,199	43,184
TOTAL OPERATING:	\$1,187,291	\$1,302,085	\$647,444	\$1,413,050	\$110,965
	\$328,568	\$310,701	\$153,710	\$338,661	

ACTIVITY:

Legislative

ACTIVITY DESCRIPTION:

Policy direction and guidance of future municipal activities.

GOAL:

The mission of the Pullman City Council is to provide visionary leadership in policy making to enable the city to provide quality services at reasonable rates.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responding to public input. Increasing public awareness. Adoption of annual city goals. Knowledge of overall city activities. Conducting City Council meetings each month which address relevant and timely issues. Participating in assigned boards, commissions, and committees.

BUDGET:

\$196,698

MAJOR BUDGET CHANGES:

Municipal elections and related costs occur in odd numbered years. For 2015, four Council positions and the mayor position are up for election. Based on past experience and assuming both primary and general election costs, \$30,000 has been included in the 2015 budget for this purpose. Building rental fees are up \$1,951 for 2015. The AWC fee will also be higher by \$937.

MEASUREMENT TECHNIQUE:

Council to provide legally required decisions, policy direction by means of identified goals, implementation of policy goals through budget and public contact/awareness/education.

GENERAL FUND 2015 BUDGET REQUESTS

	2013	2014		2015	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
		<u>BUDGET</u>			
LEGISLATIVE					
SALARIES	25,230	25,200	12,600	25,200	0
OVERTIME	0	0	0		
BENEFITS	2,013	2,029	1,009	2,021	(8)
SUPPLIES	2,837	3,000	1,104	3,000	0
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	31,882	38,226	19,113	40,177	1,951
OTHER SERVICES	18,891	27,000	10,918	25,800	(1,200)
AWC;INTGOVT	90,841	64,063	67,140	100,500	36,437
TOTAL:	\$171,694	\$159,518	\$111,884	\$196,698	\$37,180

AUTHORIZED STAFFING	
Position	Number Elected
Councilmembers	7.00
Total	7.00

ACTIVITY:

Mayor

ACTIVITY DESCRIPTION:

Overall administrative coordination of municipal activities. Major spokesperson for city before state agency hearings and legislative activities. Responsible for board and commission appointments. Serves as chair for Pullman-Moscow Regional Airport Board as well as maintaining contact with other regional organizations. Provide for public education and contact as appropriate.

GOAL:

Ensure that City Council policies are carried out in a timely manner. Increase (or decrease) as necessary state and regional contacts in order to maintain representation of city position(s) on issues. Maintain a full roster of members on various boards and commissions. Increase public awareness of municipal activities and issues.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Delegation of appropriate activities to City Supervisor and others, especially administrative coordination and carrying out City Council policies. Quality representation of city before state and regional bodies. Boards and commissions have a full roster of members. Public awareness of municipal government activities enhanced by news releases, public group talks/presentations, and individual contacts. Represent the city at community events. The budgeted service level provides for the carrying out of these responsibilities by one budgeted position.

BUDGET:

\$25,095

MAJOR BUDGET CHANGES:

Because the mayor has been so active in City-related organizations throughout his three terms, most of his travel expenses have been paid by those organizations. As his leadership positions end their terms, some of those expenses will no longer be paid by those organizations. \$5,000 has been included in the mayor's budget to allow his continued participation in appropriate organizations.

MEASUREMENT TECHNIQUE:

City Council and public review of Mayor's activities and providing of feedback as appropriate.

GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
MAYOR					
SALARIES	17,000	17,000	8,500	17,000	0
OVERTIME	0	0	0		
BENEFITS	1,524	1,570	729	1,545	(25)
SUPPLIES	0	50	0	50	0
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
OTHER SERVICES	1,614	2,450	664	6,500	4,050
INTERGOVERNMENT		0	0		
TOTAL:	\$20,138	\$21,070	\$9,894	\$25,095	\$4,025

AUTHORIZED STAFFING	
Position	Number Elected
Mayor	1.00
Total	1.00

ACTIVITY:

City Supervisor

ACTIVITY DESCRIPTION:

Supervises, administers, and coordinates the activities of city departments.

GOAL:

Create an organizational environment which is characterized by responsiveness to the citizens of Pullman, effectiveness in carrying out City Council directives, and competence in managerial practices conducive to employee motivation, cost efficiencies, and overall productivity.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responsiveness to citizen needs based on citywide perspective rather than narrow interests.

Presentation directly and through departments of quality staff reports so that the City Council will have the necessary information needed to make rational policy decisions.

Effectiveness in carrying out City Council directives through ordinances, resolutions, program development, or other vehicles.

Competence in managerial practices as reflected by balanced budgets, motivated employees, and high overall organizational productivity.

The budgeted service level provides funding for carrying out these responsibilities by one full-time position. Outside consulting assistance, such as in labor relations, is normally charged to the appropriate department.

BUDGET:

\$172,710

MAJOR BUDGET CHANGES:

2015 budget includes a programmed salary step increase.

MEASUREMENT TECHNIQUE:

Feedback on performance will be given through performance evaluations and discussions at goal-setting sessions, City Council workshops, employee chats, etc.

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GENERAL FUND 2015 BUDGET REQUESTS

	2013	2014		2015	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
		<u>BUDGET</u>			
CITY SUPERVISOR					
SALARIES	111,060	120,751	58,308	129,175	8,424
OVERTIME	0	0	0		
BENEFITS	33,403	35,160	17,796	38,485	3,325
SUPPLIES	4	50	0	50	0
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
OTHER SERVICES	978	5,000	790	5,000	0
INTERGOVERNMENT		0	0		0
TOTAL:	\$145,445	\$160,961	\$76,893	\$172,710	\$11,749

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
City Supervisor	1.00
Total	1.00

ACTIVITY:

Finance

ACTIVITY DESCRIPTION:

Provide accounting, budgeting, auditing, and financial reporting services for all City activities plus the Pullman-Moscow Airport; maintain official City records and City clerk functions; provide administrative support to elected officials, management and staff; establish and manage financial and accounting; oversee all City risk management and insurance programs covering property and liability exposures; serve on labor contract negotiation team.

GOAL:

Produce, interpret and disseminate correct and timely financial data and services to ensure that the City's resources are used in the most efficient manner, consistent with City Council's budget directives.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Monitor overall City budget; confirm that resources are sufficient to sustain this budget.

Maintain the City's financial/accounting and reporting systems free of major audit findings.

BUDGET:

\$819,943

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases and increases in building rental and information technology systems fees.

MEASUREMENT TECHNIQUE:

Maintain annual reports free of major audit findings. Install accounting and reporting methods to conform to federal and state standards. Provide timely and relevant data to departments for improved budget management. Ensure access to, and location of, all official files and records as well as Public Records requests. Minimize liability exposures and insurance costs.

GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
FINANCE					
SALARIES	377,131	409,286	194,830	441,125	31,839
OVERTIME	649	1,500	237	1,500	0
BENEFITS	172,403	189,441	91,149	206,297	16,856
SUPPLIES	7,241	7,900	3,882	7,900	0
MINOR EQUIPMENT	187	1,000	75	1,000	0
ERD RENTAL	0	0	0	0	0
BUILDING RENT	40,091	48,067	24,034	50,522	2,455
OTHER SERVICES	41,005	81,100	26,665	73,900	(7,200)
INFOSYS/INTGOVT	26,817	30,952	15,476	37,699	6,747
TOTAL:	\$665,525	\$769,246	\$356,348	\$819,943	\$50,697
	328,568	310,701	153,710	338,661	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Finance Director	1.00
Accounting Manager	1.00
Accountant	1.00
Accounting Specialist	2.00
Deputy City Clerk	1.00
Executive Assistant	1.00
Administrative Clerk	0.50
Total	7.50

ACTIVITY:

City Attorney

ACTIVITY DESCRIPTION:

Perform necessary legal work and provide legal advice to the City Council, Mayor, Commissions and Boards, City Supervisor, and various City departments.

GOAL:

Strive to have City policies, procedures, and actions formulated and conducted within the scope of its legal authority.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Preservation of the City's legal integrity. Maintenance of City Code to conform with state and local legislative changes.

BUDGET:

\$84,500

MAJOR BUDGET CHANGES:

No budget changes for 2015.

MEASUREMENT TECHNIQUE:

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

GENERAL FUND 2015 BUDGET REQUESTS

	2013	2014		2015	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
		<u>BUDGET</u>			
CITY ATTORNEY					
SALARIES	0	0	0		
OVERTIME	0	0	0		
BENEFITS	0	0	0		
SUPPLIES	0	500	0	500	0
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
INFO SYSTEMS	0	0	0		
OTHER SERVICES	84,000	84,000	42,000	84,000	0
INTERGOVERNMENT	0	0	0		
TOTAL:	\$84,000	\$84,500	\$42,000	\$84,500	\$0

AUTHORIZED STAFFING	
Position	Number
City Attorney	1.00
Total	1.00

ACTIVITY:

Human Resources

ACTIVITY DESCRIPTION:

Provides comprehensive human resource management services for all City departments; maintains and administers employee benefits and the pay and classification plan; develops and monitors an equal employment recruitment program; serves as the safety officer; and coordinates Drug and Alcohol Testing program; administers all other personnel matters including New Hire and Employee Assistance Programs; participates in labor negotiations.

GOAL:

Locate best qualified candidates for open positions within a reasonable time frame.

Provide assistance to management and staff in all areas of human resource management so that a cohesive working relationship is maintained in accordance with professional standards, state and federal laws, labor contracts, and City policies and procedures.

To obtain the best available training materials within the budget provided.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responsiveness to the needs of department heads, City employees, and job applicants.

Effectiveness in filling employment positions within the City.

Ability to provide training methods and other functions to assist staff development.

Ability to track federal and state mandated programs such as the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPPA), the Affordable Care Act, and the New Hire Reporting Act.

The budgeted service level allows for the provision of these responsibilities through one full-time position and provides the additional resources needed to provide and track citywide training that includes Diversity Training, Effective Supervisory Training, Sexual Harassment, Employment and Labor Law, Safety, and other training as needed. Manage the labor relations activities of the City.

BUDGET:

\$114,104

MAJOR BUDGET CHANGES:

2015 budget includes a programmed salary step increase.

MEASUREMENT TECHNIQUE:

Through performance evaluation and goal-setting sessions with City Supervisor.

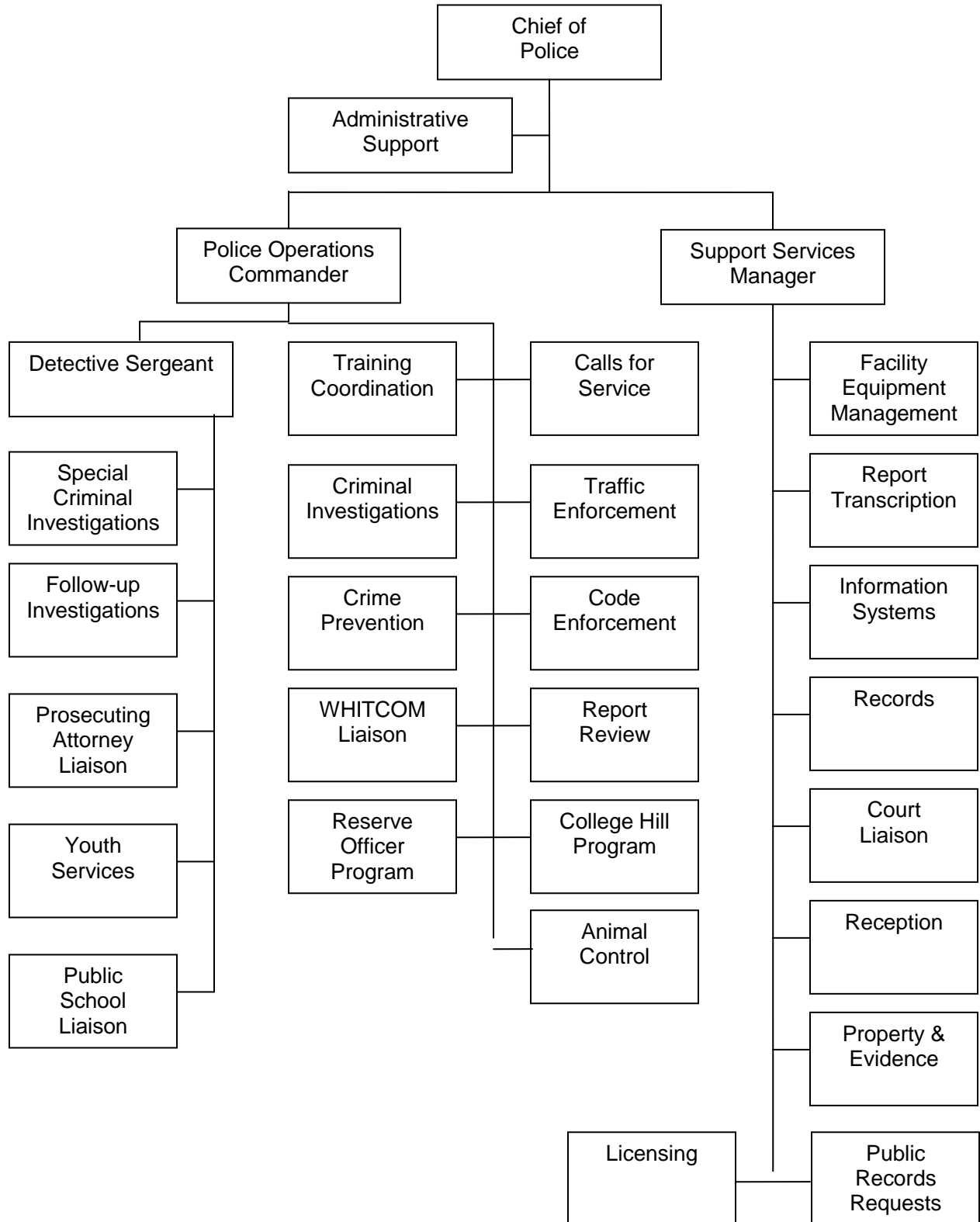
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GENERAL FUND 2015 BUDGET REQUESTS

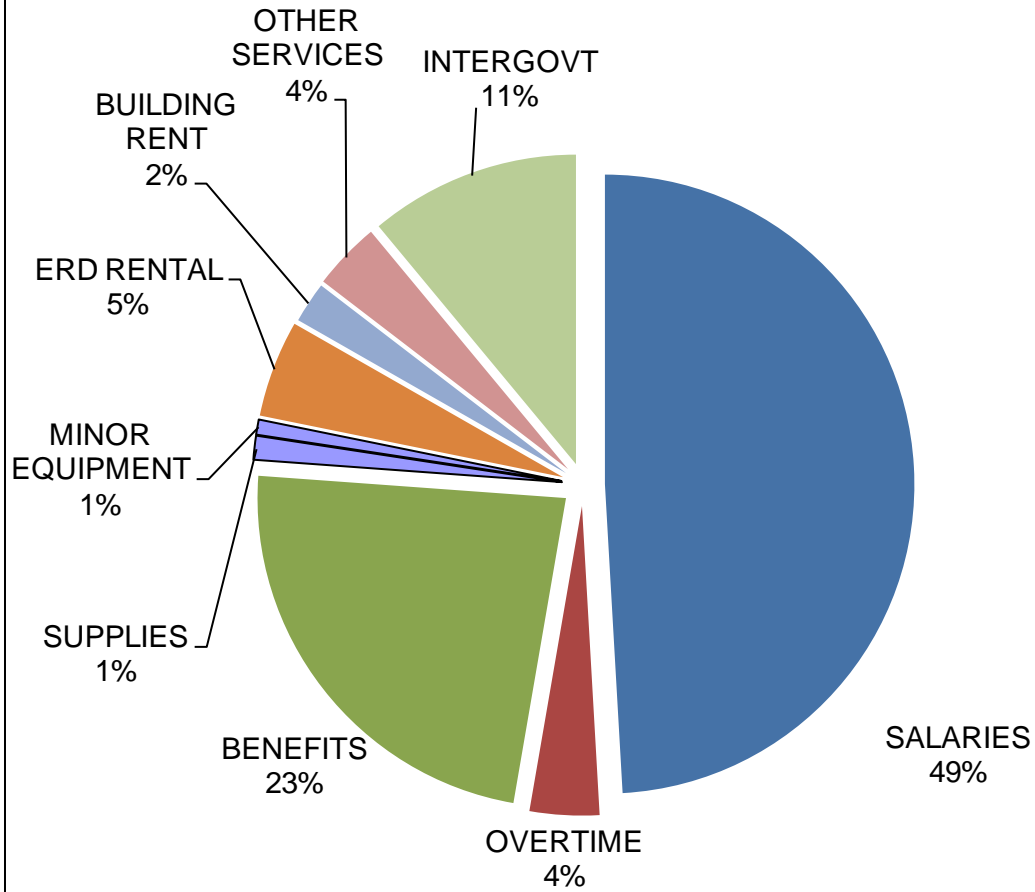
	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
HUMAN RESOURCES					
SALARIES	73,344	76,239	36,672	81,967	5,728
OVERTIME	0	0	0		
BENEFITS	21,555	23,801	11,154	25,387	1,586
SUPPLIES	2,279	2,750	1,676	2,750	0
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
OTHER SERVICES	3,311	4,000	923	4,000	0
INTERGOVERNMENT		0	0	0	
TOTAL:	\$100,489	\$106,790	\$50,425	\$114,104	\$7,314

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Human Resources Manager	1.00
Total	1.00

**CITY OF PULLMAN
POLICE DEPARTMENT**



POLICE



TOTAL OPERATING REQUEST:
\$6,154,184

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
POLICE					
SALARIES	2,771,409	2,950,667	1,378,343	3,021,055	70,388
OVERTIME	106,933	178,399	59,178	223,361	44,962
BENEFITS	1,088,503	1,360,456	537,889	1,442,225	81,769
SUPPLIES	37,138	58,996	39,916	76,801	17,805
MINOR EQUIPMENT	15,241	19,755	6,335	48,590	28,835
ERD RENTAL	301,073	270,435	135,218	311,807	41,372
BUILDING RENT	146,433	141,730	71,165	132,178	(9,552)
OTHER SERVICES	567,240	149,974	96,137	219,680	69,706
INFO SYS/INTERGOVT	172,369	658,448	294,702	678,487	20,039
TOTAL:	\$5,206,338	\$5,788,860	\$2,618,882	\$6,154,184	\$365,324
	\$868,302	\$610,201	\$378,116	\$595,120	

ACTIVITY:

Law Enforcement and Detention

ACTIVITY DESCRIPTION:

Serve and protect persons and property in the City of Pullman. Enforce Pullman City Code, federal and state laws; maintain peace and order; protect property; assure personal safety; and assist citizens in urgent situations. Provide for general animal control, enforcement of laws pertaining to domestic animals and selected City Codes, and parking violation enforcement. This activity includes uniformed police officers, records specialists, and parking enforcement officers/code enforcement officers.

GOAL:

Identify and arrest criminals. Aggressively pursue crime prevention and problem solving approaches utilizing a community policing philosophy, including the College Hill officer concept and the school resources officer in the public schools. Provide traffic safety with consistent traffic enforcement. Address narcotics with enforcement on a local and regional level. Address City Council goals and the recommendations provided by the Washington Association of Sheriffs and Police Chiefs assessment.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Feedback regarding levels of safety in the community; properly addressing traffic safety; impact crime through successful investigations and crime prevention. Feedback from police staff, Police Advisory Committee and City Council regarding the department being progressive and positively addressing goals and concerns.

BUDGET:

\$6,009,396

MAJOR BUDGET CHANGES:

The budget reflects the addition of one police officer position. This will be the first commissioned officer increase since 2001, during which time the City population

increased by 28%. There were notable increases to the Equipment Rental and Information Services charges.

LEOFF 1 expenditures, which are a part of the Police budget, are separately shown on page 135.

Major Capital includes federally mandated advanced authentication for mobile devices (\$15,000) and the last of five years of radio purchase financing (\$17,516). Major Capital expenditures are included separately with the CIP amounts on page 135.

Minor Capital includes facility telephone upgrades to IP system (\$9,850), cubicle privacy panels for the detective office (\$700), video enhancement software (\$3,000), replacement of 28 duty weapons (\$4,200; price discounted through buy-back program), 15 patrol evidence digital cameras (\$3,000), three patrol rifles (\$3,300), accessories for patrol rifles (\$1,890; sights & slings), SWAT ballistic shield (\$3,500), SWAT night vision equipment (\$3,500), consolidated charging stations (\$4,500), six TASER electronic control devices (\$5,250), patrol bicycle with accessories (\$800), two dash-mounted radar units (\$3,600), and advanced traffic collision software (\$1,500).

MEASUREMENT TECHNIQUE:

Feedback from the Police Advisory Committee, City Council, police staff and the public; crime and clearance rate changes.

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GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
LAW ENFORCEMENT AND DETENTION					
SALARIES	2,771,409	2,950,667	1,378,343	3,021,056	70,389
OVERTIME	106,933	178,399	59,178	223,361	44,962
BENEFITS	1,088,503	1,360,456	537,719	1,442,224	81,768
SUPPLIES	37,134	58,996	39,764	76,801	17,805
MINOR EQUIPMENT	15,241	19,755	6,335	48,590	28,835
ERD RENTAL	301,073	270,435	135,218	311,807	41,372
BUILDING RENT	146,433	141,730	71,165	132,178	(9,552)
INFO SYSTEMS	34,156	42,372	21,186	112,247	69,875
OTHER SERVICES	122,555	149,974	96,137	165,784	15,810
INTERGOVERNMENT	260,250	347,000	86,750	347,000	0
TOTAL:	\$4,883,686	\$5,519,784	\$2,431,793	\$5,881,048	\$361,264
	811,544	608,001	375,178	591,620	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Police Chief	1.00
Police Operations Commander	1.00
Support Services Manager	1.00
Police Administrative Assistant	1.00
Information Services Specialist	1.00
Sergeant: Patrol	3.00
Special Operations Sergeant	1.00
Officer: Patrol	18.00
Detective	4.00
Officer: Youth Services	1.00
Code Enforcement Officers	3.00
Records Specialist	6.80
Property/Evidence Specialist	1.00
Total	42.80

ACTIVITY:

Communications

ACTIVITY DESCRIPTION:

Services provided by WHITCOM, consolidated dispatch and call taking, under interlocal agreement.

GOAL:

Quality dispatching of Pullman police, fire and emergency medical services.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Feedback from officers and the public on the service level provided by WHITCOM.

BUDGET:

\$219,240

WHITCOM contributions are \$219,240.

MAJOR BUDGET CHANGES:

WHITCOM contributions increased by \$300 annually to pay for CAD & RMS mobile system license renewal.

MEASUREMENT TECHNIQUE:

Number of calls received and dispatched. Reports from police staff, the public and the WHITCOM executive board.

GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
COMMUNICATIONS					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	3	0	152		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	2	0			0
INTERGOVERNMENT	272,834	218,940	165,807	219,240	300
TOTAL:	\$272,839	\$218,940	\$165,959	\$219,240	\$300
	53,894	0	0	0	

ACTIVITY:

Animal Control

ACTIVITY DESCRIPTION:

Fulfillment of the contract extension with Whitman County Humane Society. Maintenance of the shelter facility.

GOAL:

Provide for shelter facilities for animals impounded by code enforcement officers. Promote responsible pet ownership, increase adoptions and reduce euthanasia.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Monthly reports submitted by the Whitman County Humane Society, and feedback from police staff and the public.

BUDGET:

\$53,896

MAJOR BUDGET CHANGES:

The contract amount reflects a 7.5% increase (\$3,760) due to rising costs over time. This is the first contract fee change since 2009.

MEASUREMENT TECHNIQUE:

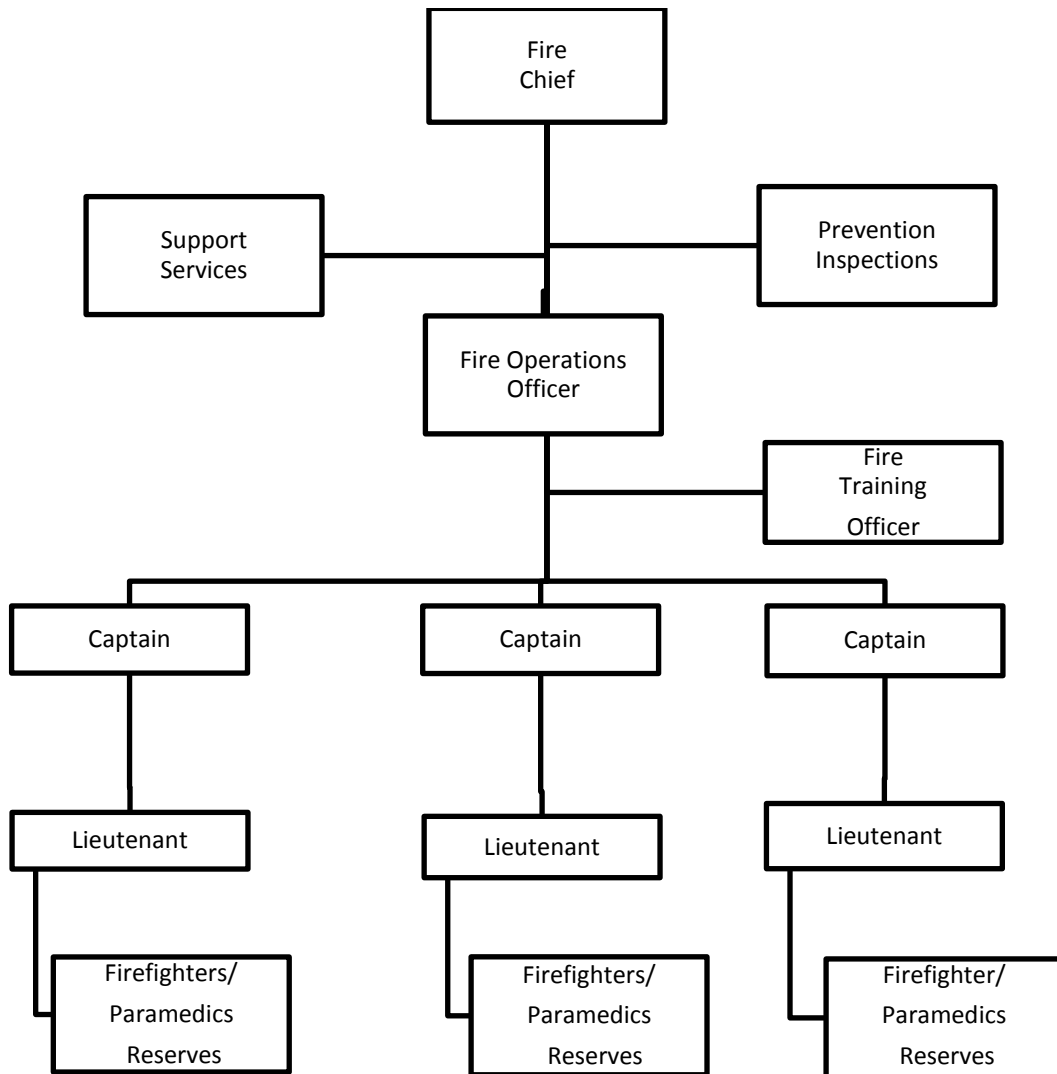
Monthly report of activity from the Humane Society. Reports from police staff and the public.

GENERAL FUND 2015 BUDGET REQUESTS

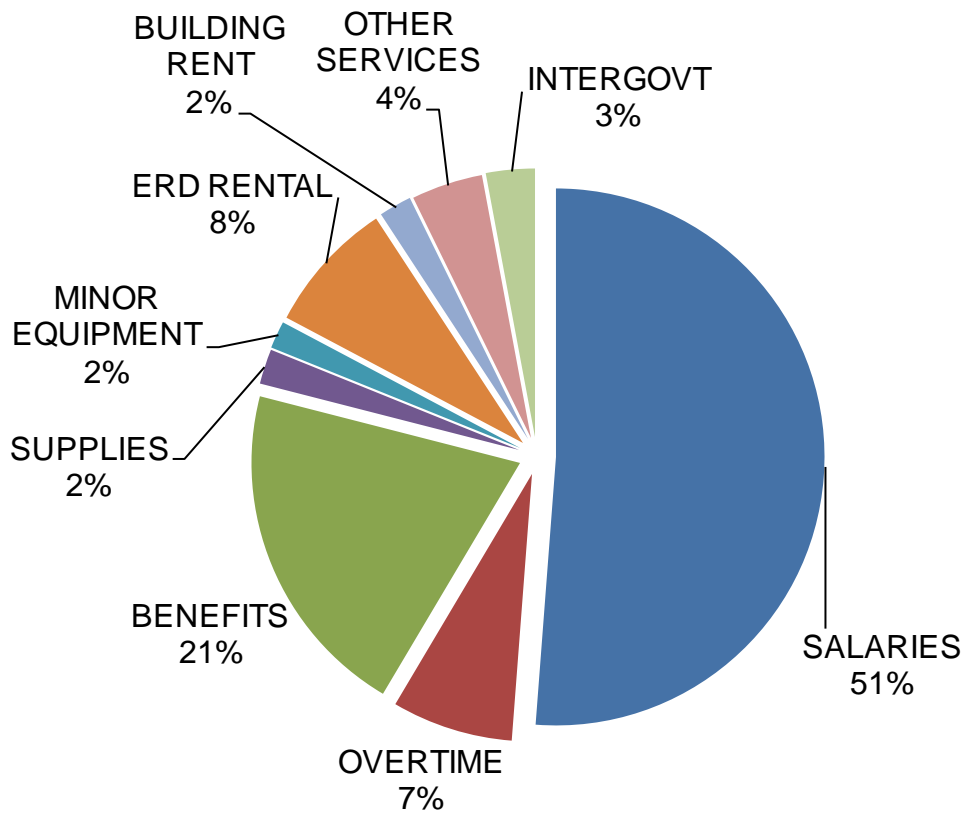
	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
ANIMAL CONTROL					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	170		0
SUPPLIES	1	0	0		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	49,812	50,136	20,959	53,896	3,760
INTERGOVERNMENT					
TOTAL:	\$49,813	\$50,136	\$21,129	\$53,896	\$3,760
	2,864	2,200	2,938	3,500	

City of Pullman

Fire Department



FIRE SERVICES



TOTAL OPERATING REQUEST:
\$5,360,329

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2013	2014	YTD	2015	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE SERVICES					
SALARIES	2,304,298	2,261,283	1,153,963	2,744,954	483,671
OVERTIME	379,092	339,114	169,860	392,251	53,137
BENEFITS	896,185	976,988	455,709	1,097,176	120,188
SUPPLIES	73,887	107,300	39,517	113,290	5,990
MINOR EQUIPMENT	39,042	79,860	23,088	88,237	8,377
ERD RENTAL	388,548	424,811	212,405	429,896	5,085
BUILDING RENT	120,625	100,911	51,416	105,585	4,674
OTHER SERVICES	141,810	173,948	82,556	231,337	57,389
INFO SYS/INTERGOVT	68,524	95,802	40,407	157,603	61,801
TOTAL OPERATING:	\$4,412,011	\$4,560,017	\$2,228,920	\$5,360,329	\$800,312
	\$2,377,761	\$2,372,710	\$1,242,809	\$2,660,644	

ACTIVITY:

Fire Operations and Prevention Activities

ELEMENTS:

Administration, Suppression Operations, Fire Training, Prevention Operations, Vehicle Maintenance and Facilities.

ACTIVITY DESCRIPTION:

Administration operations.

Fire suppression operations, fire equipment and fire training for all fire related activities.

Fire prevention operations to include pre-fire plan planning, plan review, inspections, fire investigation and public education.

Fire station facility maintenance for two fire stations, one training facility, one aerial platform, three fire apparatus and three staff vehicles.

GOAL:

To provide suppression, prevention and public education services to the citizens of Pullman and Washington State University.

To reduce the incidents of fires through plan reviews, public education, inspections and fire cause determination.

To enhance the skills of the department and provide for the safety of the community through pre-planning, training and after action evaluations.

To provide the necessary equipment, training and guidance to support efficient and safe departmental operations.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide a five minute or less response for initial arriving personnel and response apparatus to incidents.

Reduction of the number of fires by fire prevention and public education activities and cause determinations.

To provide and maintain a quality and effective suppression and prevention training program so that all members perform with proficiency and maintain certifications.

BUDGET:

\$4,062,662

MAJOR BUDGET CHANGES:

The Fire budget was increased by a total of \$1,296,767.

There were several major changes in the 2015 fire budget. The greatest was the increase in Major Capital for \$842,400 which is outlined below.

The next greatest increase was the adjustment of salaries, benefits and overtime for the annual Collective Bargaining Agreement (CBA) increase (3%) for approximately \$68,000, the salary increase of approximately 3.4% for the non-represented staff (\$23,868), changing the status of a three-quarter time administrative specialist to full time (\$16,414) and the addition of three new firefighter paramedic positions with the financial assistance of Washington State University. Fifty percent of the salary costs were placed in the fire budget increasing it by an additional \$165,000. Another increase was the addition of reimbursed overtime by the Washington State Patrol and Department of Natural Resources for Fire Mobilization on state wildland fires for \$8,000.

Training costs also increased for the three new firefighters being sent to the state fire training academy by approximately \$30,000.

The other major increase were in information services for \$66,801 due to an increase in vehicle computers and software infrastructure acquired by a FEMA grant, fire apparatus maintenance and amortization for \$29,576 to include amortization for large fire apparatus and an increase of \$4,674 in building maintenance.

Fire budget supplies were increased by a total of \$1,450.

LEOFF 1 expenditures, which are part of the Fire Budget, are separately shown on page 135.

Minor Fire Capital was decreased by a total of \$6,685. Items include 2 office chair replacements (\$650), 2 filing cabinets for medical record storage (\$2,000), a scanner for records (\$1,000), officer furniture for Operations Officer (\$500), fire hose replacement (9,000), fire nozzle/coupling replacement (\$2,000), scene flood light replacement (\$1,000), 2 wireless headsets (\$2,000), 1 portable generator replacement (\$2,000), 8 GPS sensors for vehicle

computer (\$650), miscellaneous tool/small equipment replacement (\$2,000), 1 chainsaw replacement (\$1,500), 1 circular saw replacement (\$1,500), 1 portable monitor (\$3,250), a portable generator for prevention (\$1,200), a voltage tester (\$125), a portable projector replacement (\$1,000), office furniture for training officer (\$1,000) 2 mattress replacements (\$900), 1 storage locker (\$2,000), one dishwasher replacement (\$1,000), day room furniture replacements (\$2,000), weight machine replacement for station 1 (\$2,000), weight equipment for station 2 (\$1,000), training room chair replacements (\$1,000), and kitchen table chair replacements (\$1,000).

Major Fire Capital includes a new fire engine replacement (\$564,000), fire station 2 remodel expanding the bays (\$224,900), fire station 2 residing project (\$42,000) and a live fire extinguisher training system (\$11,500). Major Capital expenditures are included separately with the CIP amounts shown on page 135.

MEASUREMENT TECHNIQUE:

Review of response times to calls, departmental critiques of fire related calls, customer questionnaires, department and public feedback, monthly overtime reports and the monitoring of all Fire budget items.

GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE CONTROL					
SALARIES	1,592,910	1,183,452	623,504	1,494,975	311,523
OVERTIME	184,643	172,841	94,050	193,606	20,765
BENEFITS	603,577	587,436	268,330	656,418	68,982
SUPPLIES	24,490	46,760	16,526	48,210	1,450
MINOR EQUIPMENT	25,138	49,960	16,471	43,275	(6,685)
ERD RENTAL	152,238	256,772	128,386	286,348	29,576
BUILDING RENT	60,313	100,911	51,416	105,585	4,674
INFO SYSTEMS	68,524	80,802	40,401	147,603	66,801
OTHER SERVICES	88,042	114,953	65,075	159,242	44,289
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$2,799,875	\$2,593,887	\$1,304,159	\$3,135,262	\$541,375
	946,182	895,500	549,900	1,126,300	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Fire Chief	1.00
Operations Officer	1.00
Captain	3.00
Lieutenant	3.00
Fire Prevention Officer	1.00
Fire Training Officer	1.00
Firefighter	24.00
Administrative Specialist	2.00
Total	36.00
Reserve Firefighter	25.00

ACTIVITY:

Ambulance, Rescue and Reserve Operations

ELEMENTS:

Ambulance Transport, Technical Rescue, Medical Training, Maintenance, Reserve Activities and Ambulance Billing.

ACTIVITY DESCRIPTION:

Advanced Life Support and Basic Life Support medical operations and training for five transport ambulances.

Full ambulance billing services for all ambulance transports.

Rescue training and operations for hazardous materials, rope rescue and confined space to City of Pullman, Washington State University and the county response area.

Reserve firefighter fire, medical and rescue training and operations for one rescue and one engine.

GOAL:

To provide rescue and Advanced Life Support medical services to the citizens of Pullman, Washington State University, Pullman Regional Hospital and the outlying rural areas.

To enhance the skills of the department and provide for the safety of the community through pre-planning, training and after action evaluations.

To provide First Aid and Cardio-Pulmonary Resuscitation (CPR) classes to the public.

To provide the necessary equipment, training and guidance to support efficient and safe departmental operations.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide a five minute or less response for initial arriving personnel and response apparatus to incidents.

To provide Advanced Life Support transport capability ninety (90%) of the time.

To provide and maintain a quality and effective medical and rescue training program so that all members perform with proficiency and maintain certification.

BUDGET:

\$2,252,280

MAJOR BUDGET CHANGES:

The Ambulance budget was increased by a total of \$215,937.

The major changes in the 2015 budget was the adjustment of salaries, benefits and overtime for the annual Collective Bargaining Agreement (CBA) increase (3%) for approximately \$68,000 and the addition of three new firefighter paramedic positions with the financial assistance of Washington State University. Fifty percent of the salary costs were placed in the ambulance budget increasing it by an additional \$165,000. Other increases to the ambulance budget were the addition of reimbursed overtime for EMS contract services for the WSU football games for \$40,137 and First Aid/CPR and Fire Extinguisher class fees for \$5,000.

Ambulance supplies were increased by a total of \$4,540 due to medical equipment shortages in some supplies and cost increase for medication.

A couple of decreases in the ambulance budget were the adjustment of Reserve salaries in the amount of \$128,100 to better reflect the actual costs due to decreased member availability and a decrease in the ambulance amortization and maintenance charge of \$24,491.

Minor ambulance capital increased by a total of \$15,062. Items include rope rescue equipment replacements (\$7,162), rescue struts for vehicle extrication (\$3,000), 5 portable radios for emergency management incidents (\$8,500), a forcible entry tool (\$2,100), hazardous materials equipment replacement (\$2,500), rescue air bag replacement (\$4,000), water rescue equipment (\$3,450), an I.V. practice arm (\$1,750), a cardiac simulation anatomy model (\$1,200), mass casualty equipment (\$2,500), 2 scoop stretcher replacements (\$1,200), an I.V. pump replacement (\$4,000) and 3 video laryngoscopes (\$3,600).

Major ambulance capital includes a radio financing final annual payment (\$16,213) and a vehicle extrication tool replacement (\$11,000). Major capital expenditures are included separately with the CIP amounts shown on page 135.

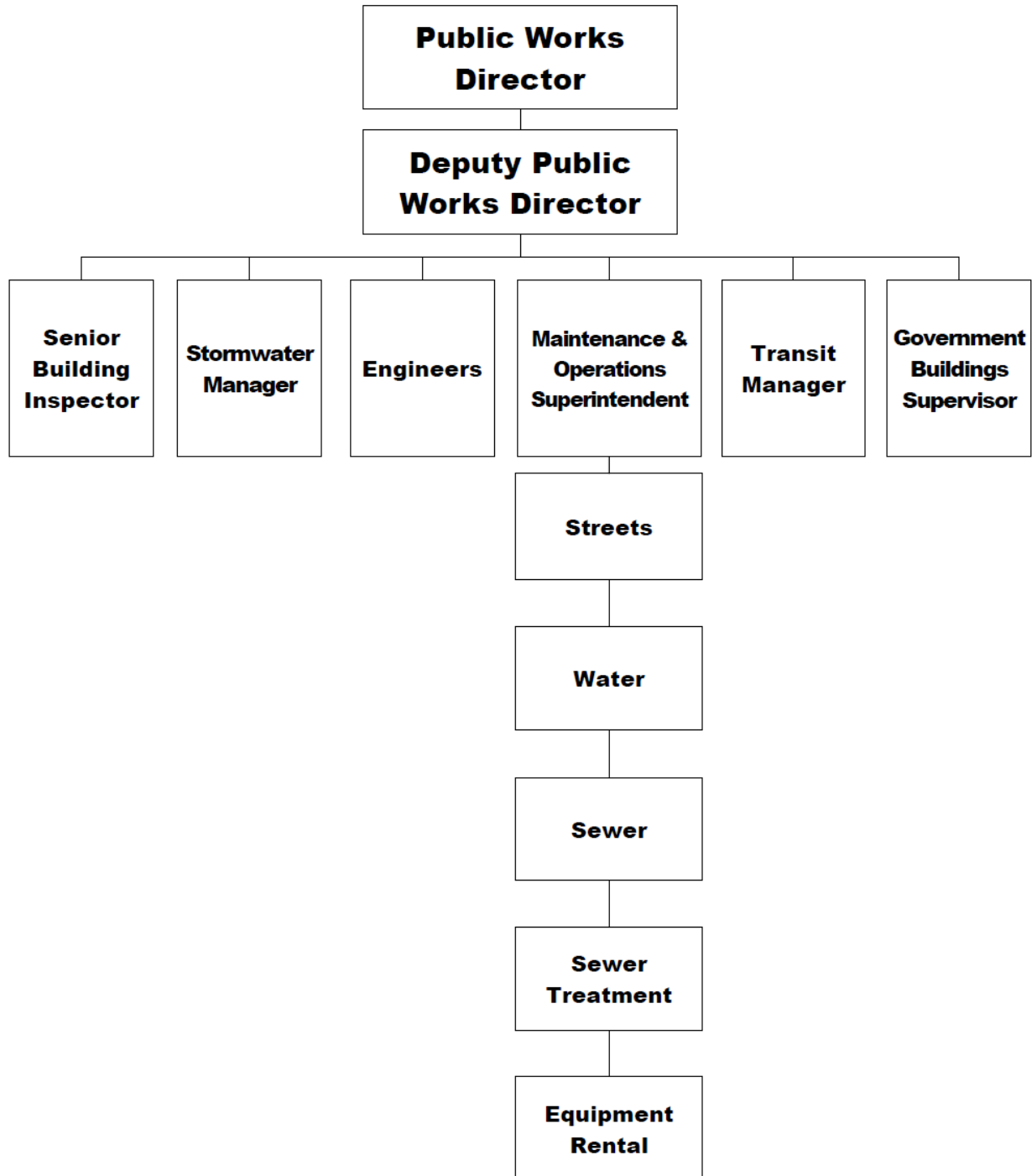
MEASUREMENT TECHNIQUE:

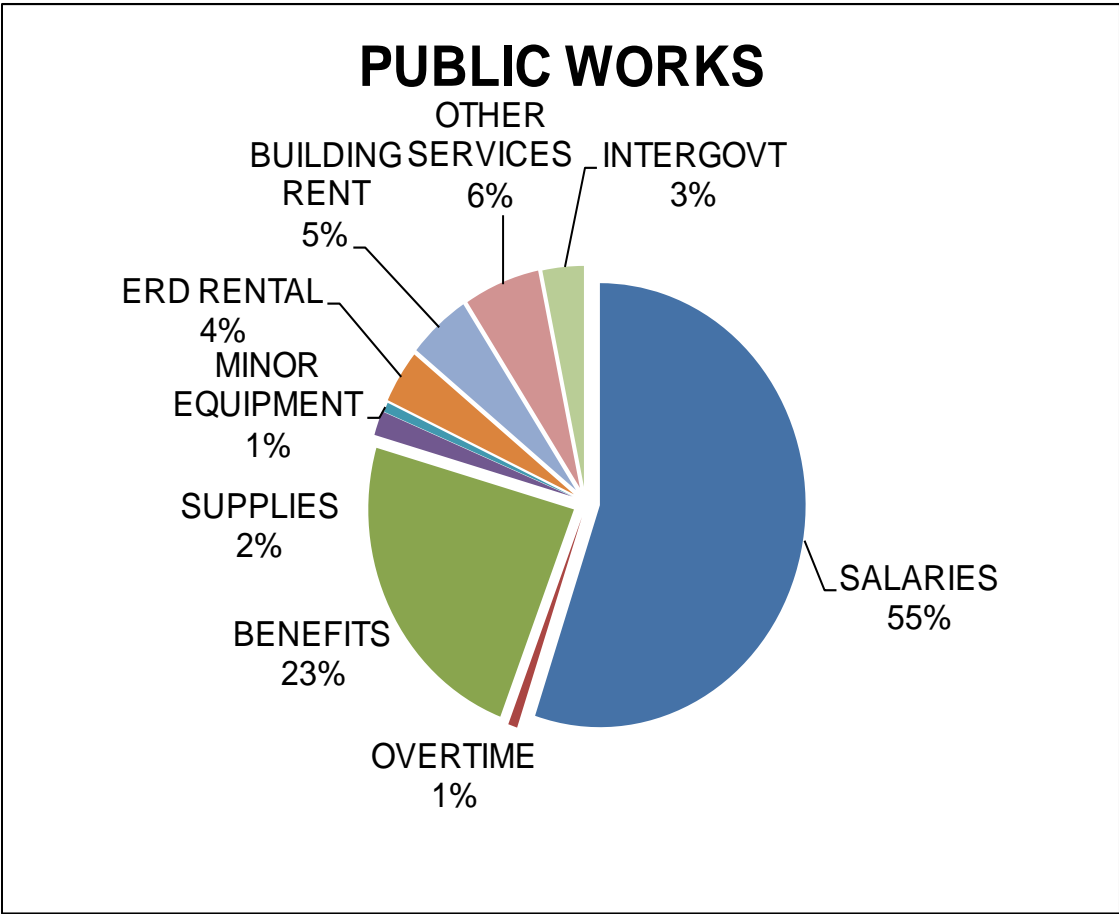
Review of response times to calls, quality assurance program of medical calls, customer questionnaires, department, hospital and public feedback and the monitoring of all ambulance budget items

GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
AMBULANCE & EMERGENCY AID					
SALARIES	711,387	1,077,831	530,459	1,249,979	172,148
OVERTIME	194,449	166,273	75,809	198,645	32,372
BENEFITS	292,608	389,552	187,379	440,758	51,206
SUPPLIES	49,397	60,540	22,992	65,080	4,540
MINOR EQUIPMENT	13,904	29,900	6,617	44,962	15,062
ERD RENTAL	236,310	168,039	84,020	143,548	(24,491)
BUILDING RENT	60,312	0	0	0	0
INFO SYSTEMS	0	0	0	0	0
OTHER SERVICES	53,768	58,995	17,480	72,095	13,100
INTERGOVERNMENT	0	15,000	6	10,000	(5,000)
TOTAL:	\$1,612,136	\$1,966,130	\$924,761	\$2,225,067	\$258,937
	1,431,579	1,477,210	692,909	1,534,344	

City of Pullman Public Works Department





TOTAL OPERATING REQUEST:
\$424,918

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
PUBLIC WORKS					
SALARIES	190,181	217,506	100,170	234,155	16,649
OVERTIME	1,944	2,829	1,009	3,085	256
BENEFITS	77,491	102,169	44,804	100,473	(1,696)
SUPPLIES	8,528	7,550	2,000	7,610	60
MINOR EQUIPMENT	1,153	3,650	0	3,000	(650)
ERD RENTAL	14,795	19,065	9,533	16,473	(2,592)
BUILDING RENT	22,122	19,915	9,957	20,931	1,016
OTHER SERVICES	4,274	9,749	4,851	25,330	15,581
INFO SYS/INTERGOVT	43,584	66,865	9,784	13,861	(53,004)
TOTAL OPERATING:	\$364,071	\$449,298	\$182,108	\$424,918	(\$24,380)
	\$548,477	\$366,500	\$238,414	\$306,000	

ACTIVITY:

Protective Inspections

ACTIVITY DESCRIPTION:

Provide technical plan review, inspections of structures under construction, and supervision of special inspections. Provide education concerning state building code requirements to the public, contractors, developers, architects, engineers and business people through meetings, classes and newsletters. Provide life-safety code inspections upon request.

GOAL:

Provide a level of service adequate to safeguard life or limb, health, property, and public welfare in the City of Pullman by fostering compliance with the State Building Codes in a positive, helpful manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process 600 building permits, including plan reviews. Provide 2,000 regular inspections and review 400 special inspections.

The state building code requires that a special inspector be hired by the project owner for large, complicated projects or projects which require extra quality control to ensure code compliance. City staff reviews inspections and reports done by special inspectors.

BUDGET:

\$424,918

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases and a decrease in the budgeted amount for outside plan reviews compared to the amended 2014 budget.

Minor Capital includes a fall protection harness (\$400), one gas detector (\$250), one pair of binoculars (\$150), ten smoke detector testers (\$200), and an addition to the commercial plan archive system (\$2,000).

MEASUREMENT TECHNIQUE:

Performance based on responsiveness to work load, i.e., inspections per month or permits per year and feedback from the public.

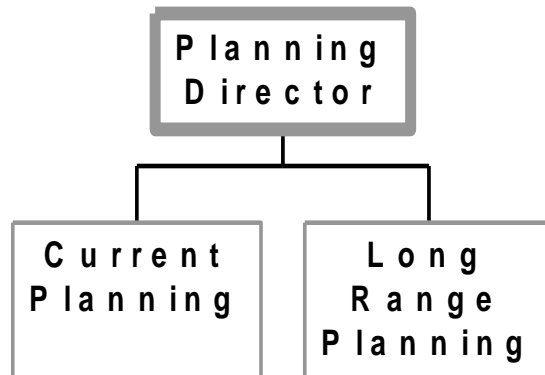
GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
INSPECTIONS					
SALARIES	190,181	217,506	100,170	234,155	16,649
OVERTIME	1,944	2,829	1,009	3,085	256
BENEFITS	77,491	102,169	44,804	100,473	(1,696)
SUPPLIES	8,528	7,550	2,000	7,610	60
MINOR EQUIPMENT	1,153	3,650	0	3,000	(650)
ERD RENTAL	14,795	19,065	9,533	16,473	(2,592)
BUILDING RENT	22,122	19,915	9,957	20,931	1,016
INFO SYSTEMS	4,274	9,749	4,851	11,861	2,112
OTHER SERVICES	43,584	64,865	9,784	25,330	(39,535)
INTERGOVERNMENT	0	2,000	0	2,000	0
TOTAL:	\$364,071	\$449,298	\$182,108	\$424,918	(\$24,380)
	548,477	366,500	238,414	306,000	

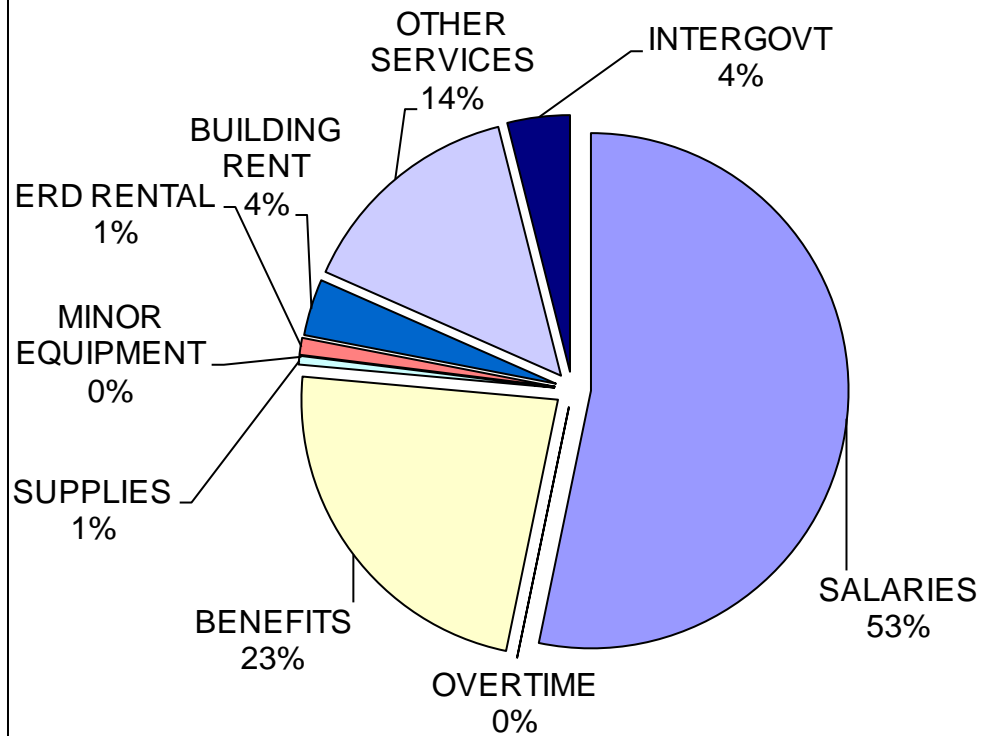
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Building Inspector	1.00
Building Inspector	2.00
Clerical	0.50
Total	3.70

C i t y o f P u l l m a n

P l a n n i n g



PLANNING



TOTAL OPERATING REQUEST:
\$330,549

ACTIVITY:

Planning

ACTIVITY DESCRIPTION:

Develop the City's Comprehensive Plan and implement its policies through administration of the zoning code, subdivision ordinance, historic preservation rules, and environmental laws; formulation of various programs related to land use; and advancement of projects through the Capital Improvement Program.

GOAL:

Effect continuous positive change in the community.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process applications received in accordance with the City's procedural timelines.

Respond to alleged violations of land use and environmental regulations in accordance with applicable city code provisions.

As warranted, present proposed Comprehensive Plan amendments, development regulation revisions, and land use programs to the Planning Commission and City Council for review.

Solicit public input as appropriate for planning matters of interest to the community.

Fulfill the City's contract with the Washington State Department of Archaeology and Historic Preservation regarding Certified Local Government obligations.

Prepare population estimate information for the Washington Office of Financial Management by the state-mandated deadline.

BUDGET:

\$330,549

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases and funding for the continuation of the Comprehensive Plan

update that was initiated in 2014. Decrease in "OTHER SERVICES" of \$8,293 (and commensurate decrease in revenue from grant funds) primarily because the department will not be conducting an historic property survey in 2015 (the department was unsuccessful in its latest grant application to the state).

MEASUREMENT TECHNIQUE:

Public feedback on quality of life for community.

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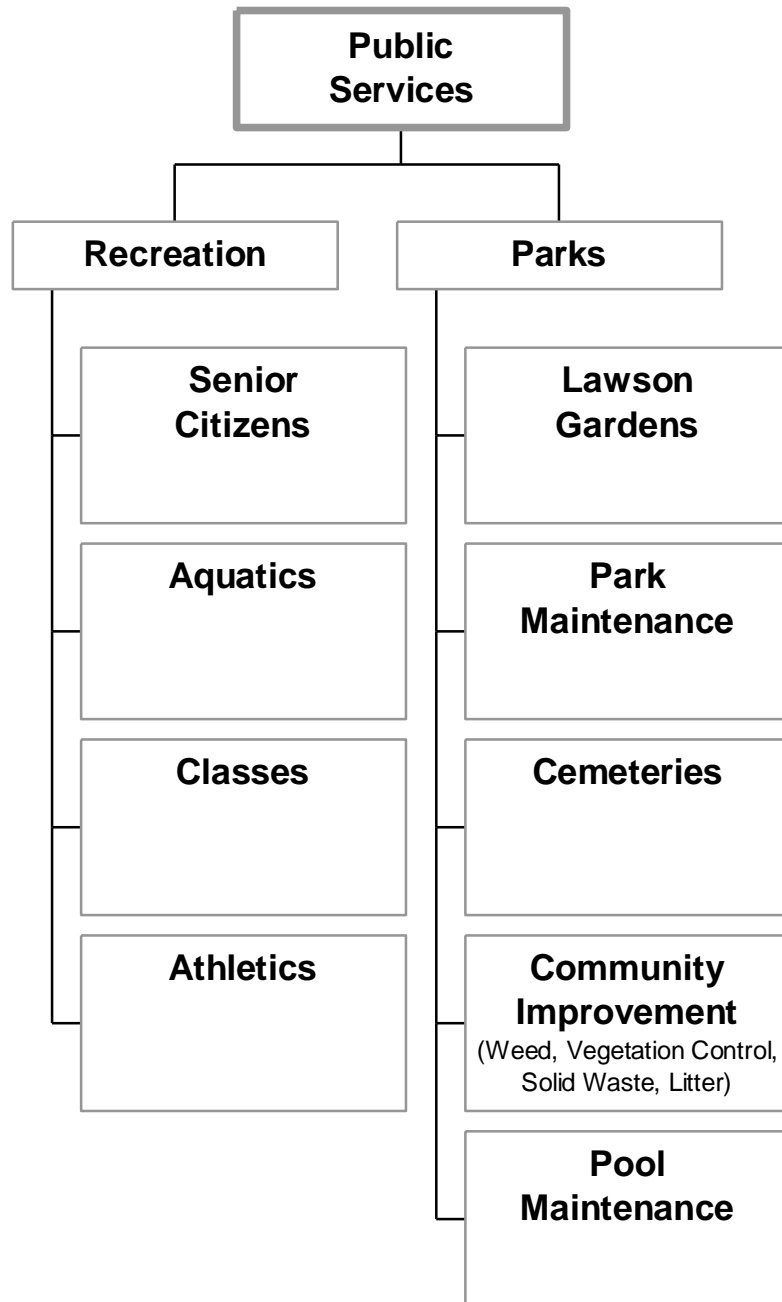
GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
PLANNING					
SALARIES	156,375	164,455	79,145	176,003	11,548
OVERTIME	0	0	0	0	0
BENEFITS	67,197	74,229	35,100	76,659	2,430
SUPPLIES	965	1,800	638	1,800	0
MINOR EQUIPMENT	0	0	0	0	0
ERD RENTAL	0	3,990	3,854	3,500	(490)
BUILDING RENT	9,736	11,216	5,608	11,789	573
INFO SYSTEMS	3,025	2,947	1,474	3,303	356
OTHER SERVICES	8,655	56,095	5,336	47,802	(8,293)
INTERGOVERNMENT	6,619	9,693	500	9,693	0
TOTAL:	\$252,571	\$324,425	\$131,654	\$330,549	\$6,124
	129,103	86,093	43,999	62,150	

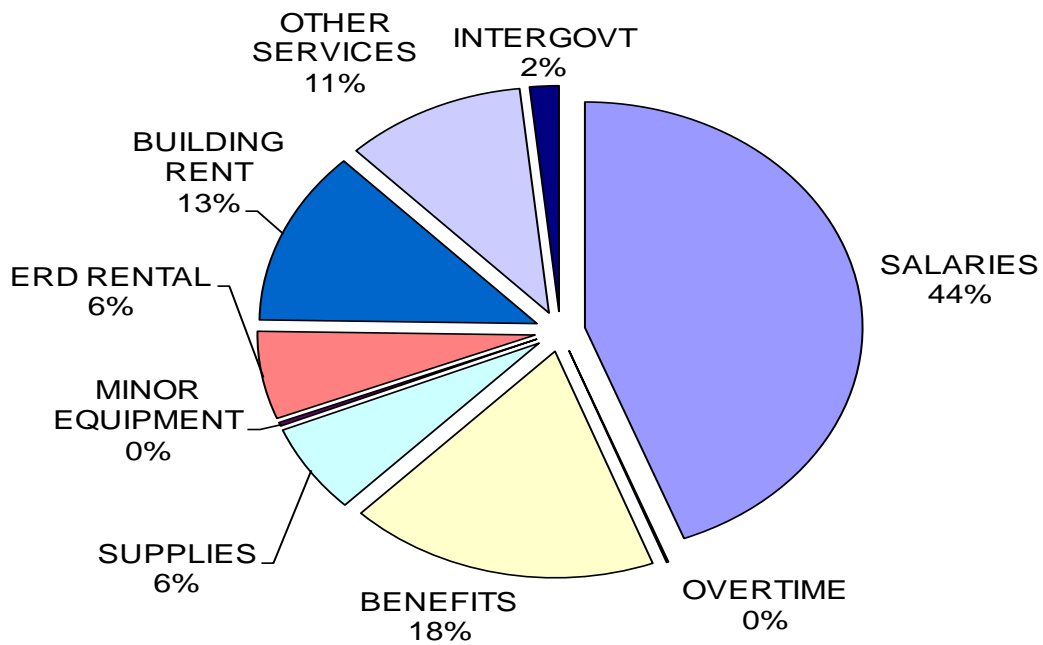
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Director of Planning	1.00
Assistant City Planner	1.00
Clerical	0.40
Total	2.40

City of Pullman

Public Services Department



PUBLIC SERVICES



TOTAL OPERATING REQUEST:
\$2,818,037

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2013	2014	YTD	2015	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
PUBLIC SERVICES					
SALARIES	1,094,838	1,216,243	552,609	1,244,621	28,378
OVERTIME	3,006	3,200	125	3,000	(200)
BENEFITS	442,678	507,420	231,192	508,752	1,332
SUPPLIES	154,512	187,982	80,850	180,450	(7,532)
MINOR EQUIPMENT	14,239	2,000	16,242	7,500	5,500
ERD RENTAL	173,086	164,214	79,993	176,587	12,373
BUILDING RENT	357,194	338,670	169,335	351,767	13,097
OTHER SERVICES	26,692	320,339	141,642	297,594	(22,745)
INFO SYS/INTERGOVT	321,243	37,252	21,765	47,766	10,514
TOTAL OPERATING:	\$2,587,488	\$2,777,320	\$1,293,752	\$2,818,037	\$40,717
	\$1,745,240	\$1,794,975	\$702,821	\$1,617,850	

ACTIVITY:

Recreation Services

ACTIVITY DESCRIPTION:

Implement, coordinate, and supervise a comprehensive year-round recreation program that includes opportunities for a variety of interests and ages.

GOAL:

To enhance the quality of life for residents of Pullman through access to recreation opportunities and facilities for all ages and abilities in the most cost effective manner possible. Be creative and responsive to current trends, public requests and ideas. Collaborate with other organizations and businesses not only in Pullman but in the surrounding communities to utilize facilities and programs to their fullest extent for the enjoyment of recreation.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide recreation programs and special events that appeal to a variety of age groups and interests and that are creative, inclusive, resourceful and effective.

Allow for constant communication with the citizens of Pullman to receive input, ideas and feedback on programs and activities.

Constant evaluation of recreation programs both by participants and staff.

Meet or exceed projected revenues from program participation and rentals of facilities on an annual basis.

BUDGET:

\$1,013,799

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases. Other Services includes a budgeted amount of \$25,000 for Senior Citizen excursion trips, which will be 100 percent reimbursed by participant fees.

Minor Capital includes the replacement of stereo and sound equipment used for fitness programs (\$1,200) and miscellaneous items as needed (\$300).

MEASUREMENT TECHNIQUE:

Ongoing evaluation of programming levels, cost effectiveness, responsiveness to public input, program quality, and diversity of programs.

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GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
RECREATION SERVICES					
SALARIES	395,689	423,977	201,119	446,825	22,848
OVERTIME	0	0	0	0	0
BENEFITS	164,738	176,500	84,726	180,785	4,285
SUPPLIES	66,106	66,000	28,754	66,000	0
MINOR EQUIPMENT	0	1,500	1,561	1,500	0
ERD RENTAL	30,140	39,503	19,751	28,291	(11,212)
BUILDING RENT	119,321	126,315	63,158	131,689	5,374
INFO SYSTEMS	10,976	12,639	6,320	15,709	3,070
OTHER SERVICES	111,547	120,500	52,103	143,000	22,500
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$898,518	\$966,934	\$457,490	\$1,013,799	\$46,865
	476,702	543,890	265,472	527,450	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Recreation Superintendent	1.00
Recreation Supervisor	1.00
Senior Citizen Program Coordinator	1.00
Preschool Instructor	1.00
Administrative Specialist	1.75
Total	5.75

ACTIVITY:

Parks General

ACTIVITY DESCRIPTION:

Maintenance and operation of city-owned parks, public properties, water tower sites (reimbursed from the Water Utility Fund), street trees (reimbursed from the Street Fund), garbage collection and litter pickup in parks and city properties (reimbursed up to \$20,000 from Storm Water), maintenance of city paths and trail system and outdoor swimming pools (suspended for 2015).

GOAL:

Maintain parks, playgrounds, ball fields, and RV Park at a level to provide a safe and pleasant setting for the public. Maintain highly visible areas to a level that presents a good image of the city. Perform appropriate maintenance on outdoor swimming pools when in operation. Provide snow removal and spring gravel cleanup from City parking lots, sidewalks and city properties. Maintain parks at a standard that reflects pride in the park system and the city. Provide for the beautification and maintenance of downtown Pullman planter beds, seasonal hanging baskets and seasonal lighting displays.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Budgeted service level provides for:

Mowing parks and city-owned property as follows:

- (1) Playfields and highly visible areas once per week.
- (2) Low use and outlying areas every other week or as appropriate for property.

Check daily and clean park shelters and restrooms 3 times per week, respond to vandalism or public complaints within three working days of notification and resolve in a timely fashion.

Design and implementation of city beautification improvements, and maintenance of downtown landscapes and hanging baskets.

Design and installation/removal of seasonal lighting display.

Respond to street tree citizen requests within three days and emergencies within 24 hours of notification

BUDGET:

\$1,031,822

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases, an increase of 1,400 in seasonal hours to a total of 5,531 for anticipated non-contracted work on the Stadium Way vegetation project and to bring the budgeted seasonal hours back to the 2010 level, and a reduction in salaries, benefits, supplies, and other services (utility costs) to reflect the closing of the Reaney Pool Complex for construction during 2015.

Major capital of \$140,250 is included in the 2015 budget for the Mary's Park-Phase 1 improvements, to be reimbursed from the Metropolitan Park District. Major capitol expenditures are included separately with the CIP amounts on page 135.

MEASUREMENT TECHNIQUE:

Appearance, cleanliness, and usability of parks. Appearance of high visibility areas. Maintenance of path system and sidewalks around city property. Resource management and responsiveness to emergencies and complaints of street trees.

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GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
PARKS					
SALARIES	372,707	408,926	178,965	397,099	(11,827)
OVERTIME	444	2,200	120	2,000	(200)
BENEFITS	163,777	187,869	84,077	178,271	(9,598)
SUPPLIES	66,138	89,782	39,246	80,250	(9,532)
MINOR EQUIPMENT	4,235	0	0	0	0
ERD RENTAL	102,663	91,491	43,632	106,500	15,009
BUILDING RENT	0	0	0		0
INFO SYSTEMS	5,325	6,457	2,617	8,258	1,801
OTHER SERVICES	150,815	126,589	38,901	111,694	(14,895)
INTERGOVERNMENT	7,500	7,500	7,500	7,500	0
TOTAL:	\$873,604	\$920,814	\$395,058	\$891,572	(\$29,242)
	494,829	641,515	201,359	527,800	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Parks Superintendent	1.00
Lead Park Maintenance Worker	1.00
Park Maintenance Worker*	5.00
Horticulturist	1.00
Community Improvement Specialist	1.00
Total	9.00
*Cemetery, Weed/Litter Control, Street Tree, Water Tower, Lawson Gardens functions are performed by Parks personnel.	

ACTIVITY:

Community Improvement

ACTIVITY DESCRIPTION:

Abatement of weeds on city property and rights-of-way (up to \$20,000 reimbursed from Street Fund). The enforcement of city noxious weed ordinance. Enforcement of city solid waste/litter control, nuisance and overhanging vegetation ordinances.

GOAL:

Abatement of noxious weeds; effective enforcement of solid waste and litter ordinance, overhanging vegetation ordinance, noxious weed ordinance and nuisances related to sidewalk clearance, indoor furniture outdoors, yard waste and collected debris related to health issues.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Abatement of noxious weeds on city-owned property within the time frame cited by city ordinance.

Reduction of chemical output by targeting weed populations, by scheduling more spot spraying and less boom applications and through the use of biological control on rights-of-way and selected sites within the city.

Respond within three working days of notification to public complaints regarding ordinance violations.

BUDGET:

\$ 135,842

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases. The substantial ERD increase is attributed to the breakdown/removal of equipment from an old vehicle and the setup of the new replacement vehicle.

MEASUREMENT TECHNIQUE:

Interaction with public on ordinance violations and concerns.

Cooperation with Whitman County on weed abatement in a timely manner and management of weeds on city property.

Planning and coordination of volunteer efforts.

Coordination and operation of the yearly Spring Cleanup.

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GENERAL FUND 2015 BUDGET REQUESTS

	2013	2014		2015	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
COMMUNITY IMPROVEMENT					
SALARIES	59,729	60,470	23,070	63,726	3,256
OVERTIME	0	0	0		0
BENEFITS	33,089	35,019	13,279	36,884	1,865
SUPPLIES	5,291	6,000	350	6,000	0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	9,360	11,883	5,942	23,755	11,872
BUILDING RENT	0	0	0		0
INFO SYSTEMS	2,663	2,663	1,332	3,327	664
OTHER SERVICES	1,348	2,150	377	2,150	0
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$111,481	\$118,185	\$44,348	\$135,842	\$17,657
	130,397	139,000	47,850	135,000	

ACTIVITY:

Cemetery

ACTIVITY DESCRIPTION:

Operation and maintenance of IOOF and City Cemetery.

GOAL:

Provide for the maintenance and operation of the cemeteries in a cost-efficient and visually appealing manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Spring cleanup culminating in presentation of cemeteries for Memorial Day.

Mowing, trimming, and necessary care of the cemeteries on a weekly basis.

Respond within one working day of notification to requests for grave locations, services for the public, and funerals (Monday through Friday). Requests for Saturday funerals require two day notification.

Respond within three working days to notification of complaints or vandalism.

BUDGET:

\$104,938

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases.

MEASUREMENT TECHNIQUE:

Cemetery appearance, resource management, and public feedback.

GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
CEMETERY					
SALARIES	47,517	44,370	24,240	47,508	3,138
OVERTIME	0	0	0	0	0
BENEFITS	17,137	16,657	9,049	17,604	947
SUPPLIES	965	5,200	59	5,200	0
MINOR EQUIPMENT	0	0	0	0	0
ERD RENTAL	28,399	19,565	9,783	16,126	(3,439)
INFO SYSTEMS	0	0	0	0	
OTHER SERVICES	20,834	18,500	4,659	18,500	0
INTERGOVERNMENT	0	0	0		0
SUBTOTAL:	\$114,853	\$104,292	\$47,789	\$104,938	\$646
	14,997	18,000	12,573	18,000	

ACTIVITY:

Aquatic Center

ACTIVITY DESCRIPTION:

Provide management and operations of the Pullman Aquatic Center in cooperation with the Pullman School District.

GOAL:

To provide a safe, family friendly aquatic and fitness center that includes water safety education and quality swim instruction.

Help individuals develop the skills to be safe in and around the water and for swimming to become a lifetime recreational activity.

Attract regular users and members that will generate revenues sufficient to offset the operational costs by 50-55 percent.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide a comprehensive swim program that appeals to the entire Pullman community and is creative, inclusive, resourceful and effective.

Provide effective communication with the citizens of Pullman to receive input, ideas and feedback on swim and fitness programs.

Continually review Aquatic Center revenues and expenses.

Meet ADA, safety and health regulations for operations.

BUDGET:

\$671,886

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases. With the expected closure of Reaney pool for renovation in 2015, the budget provides for afternoon public swim time

throughout the summer at the Aquatic Center, Office & Operating Supplies increase for the replacement of swim lesson/swim team supplies (\$2,000), Advertising increase (\$2,000), Repairs & Maintenance increase (\$1,500), Building Rent increase (\$7,723), and Information Services increase of (\$4,979).

The Other Services budget returns to its normal level for 2015 after experiencing extraordinary expenses in 2014 related to a labor dispute issue.

Minor Capital includes replacement of a desktop computer with a laptop that can be used at multiple worksites (\$1,500), (2) portable bleachers for additional seating during swim lessons/meets (\$3,000), and an ADA shower wheelchair (\$1,500).

MEASUREMENT TECHNIQUE:

Monitor memberships, daily use, program attendance and revenues.

Collect user information through class evaluations and customer feedback forms to improve programming and operations.

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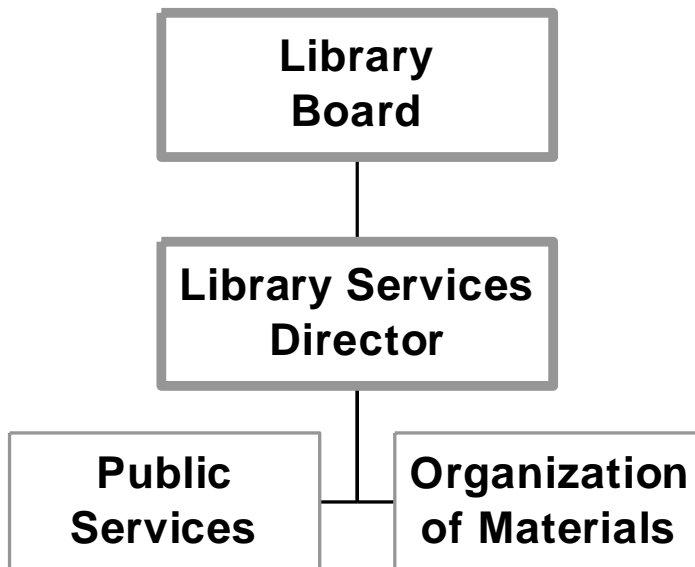
GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
AQUATICS CENTER					
SALARIES	219,195	278,500	125,215	289,463	10,963
OVERTIME	2,562	1,000	4	1,000	0
BENEFITS	63,936	91,375	40,063	95,208	3,833
SUPPLIES	16,012	21,000	12,442	23,000	2,000
MINOR CAPITAL	10,004	500	14,681	6,000	5,500
ERD RENTAL	2,524	1,772	886	1,915	143
BUILDING RENT	237,873	212,355	106,178	220,078	7,723
INFO SYSTEMS	7,728	7,993	3,997	12,972	4,979
OTHER SERVICES	29,198	52,600	45,602	22,250	(30,350)
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$589,032	\$667,095	\$349,067	\$671,886	\$4,791
	628,315	452,570	175,567	409,600	

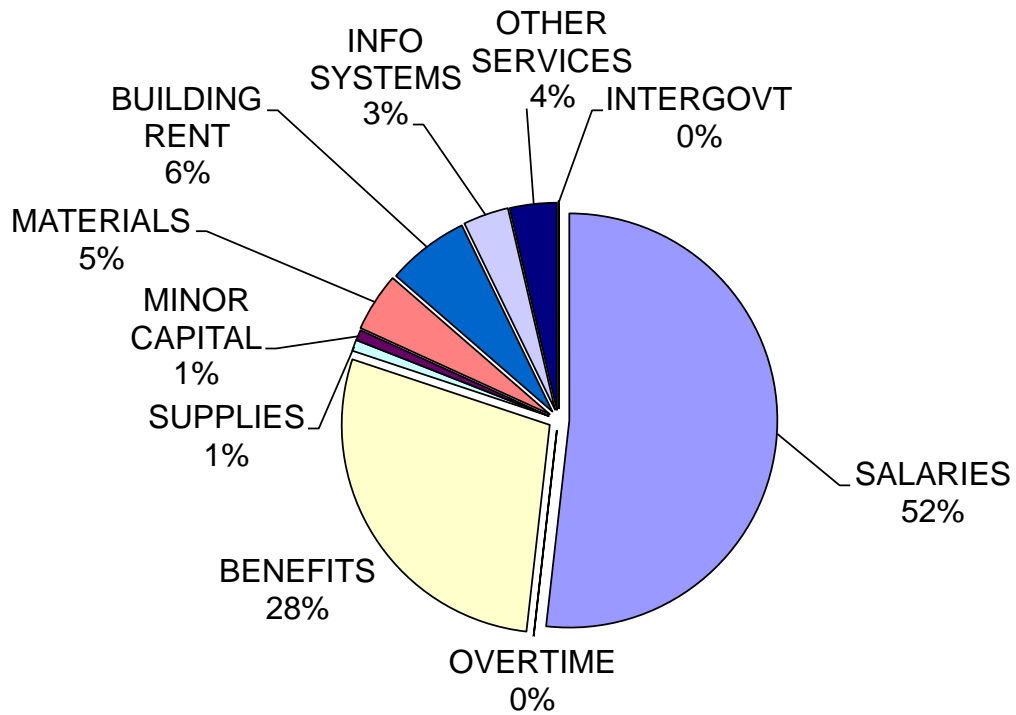
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Aquatic Coordinator	1.00
Casual Workers	8.00
Total	9.00

City of Pullman

Neill Public Library



NEILL PUBLIC LIBRARY



TOTAL OPERATING REQUEST:
\$1,455,782

ACTIVITY:

Neill Public Library

MISSION STATEMENT:

The mission of Neill Public Library is to provide an open environment in which people have free access to a wide variety of stories, ideas, information and opinions.

VISION STATEMENT:

Neill Public Library is a gateway to the world of knowledge providing free access to ideas, information and the richness of human culture. The library offers a stimulating, safe environment for discovery and exploration as well as a beautiful, comfortable setting for reading and relaxation. The library affirms its historic commitment to young people while encouraging literacy and love of learning in all. In the heart of downtown Pullman, the library is a vibrant community center welcoming people with diverse interests, abilities and backgrounds. The library staff commits to excellence in service based on community needs. In collaboration with other libraries and community organizations we creatively develop service options and integrate emerging technologies. As a key asset to the community, the library appreciates sustained support from its many patrons, the City of Pullman and the Friends of the Library.

The library's current service roles are:

1. Popular Materials Library
2. Early Literacy Cornerstone
3. General Information Center
4. Community Activities Center

Materials are selected and retained on the basis of their content. Neill Public Library collections represent diverse points of view. The library collections, as much as possible, reflect the community and its diversity of interests, perspectives and backgrounds. The library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community. The selection principles promote the American Library Association's "[Library Bill of Rights](#)" and interpretations, "[Freedom to Read Act](#)," "[Freedom to View Act](#)," and "[Intellectual Freedom Statement](#)" and "[ALA guidelines for Access to Electronic Information](#)" (Excerpt From Neill Public Library's Collection Development Policy 2002).

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Citizen feedback, utilization of statistics including circulation of materials, number of cardholders, turnover rate of major segments of the collection, programming participation including summer reading enrollment and completion, and other measurers as appropriate and possible.

BUDGET:

\$1,455,782

MAJOR BUDGET CHANGES:

Salaries & Benefits:

Funding request reflects programmed salary step increases and the addition of one full-time Library Assistant in Circulation with the cost partially offset through savings from timeslip positions.

Restricted donations of \$8,347 to fund expenditure increases:

Shirrod Family Memorial Fund: \$7,347

- Provision of funding for community programming (Other)

Private donations: \$1,000

- Provision of funding to enhance library material purchases (Materials)

Minor Capital: \$12,000

Includes the replacement of a broken disc repair system used to refurbish CDs and DVDs (\$4,800), replacement of 6 laser jet printers (\$1,200), purchase a die-cut letter machine to be used in conjunction with promotion of library events (\$900), two ergonomic desktop staff workstations (\$2,400), and miscellaneous unanticipated office and operational expenditures as needed throughout year (\$2,700).

Building Rate for Heritage Addition: \$21,685

The Library will submit its annual funding request to Inland NW Community Foundation for a distribution from the Shirrod Family Memorial Fund. The revenue and matching expenditure will be handled within the Public Work's budget.

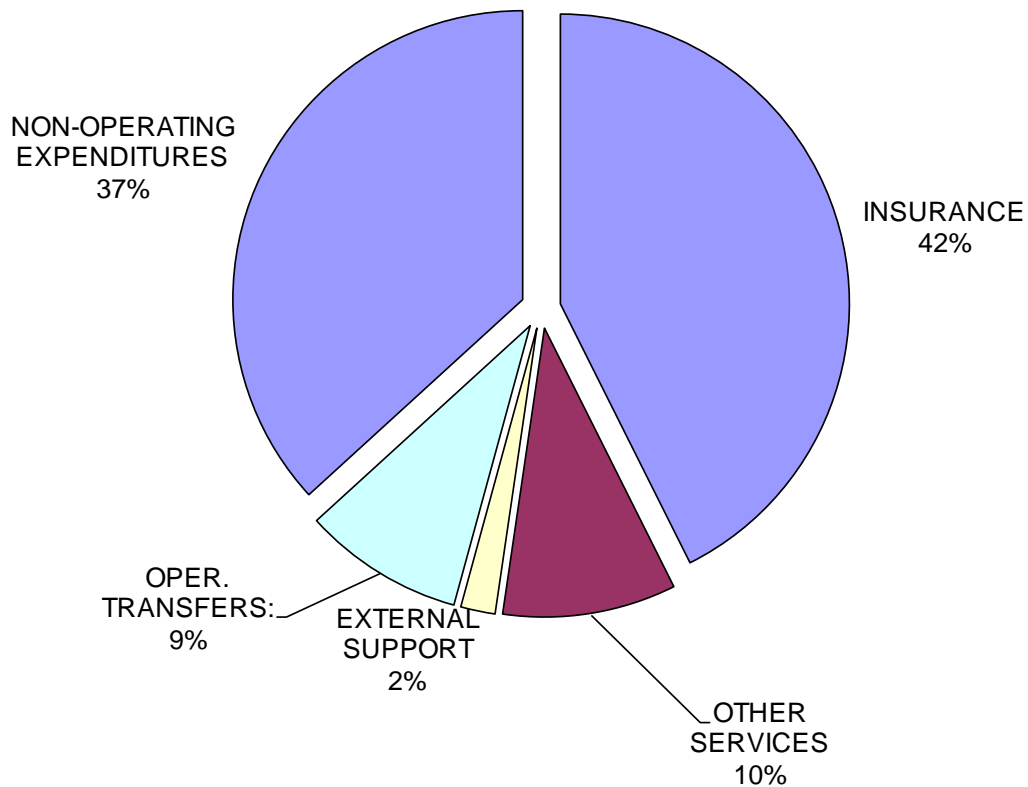
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GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
NEILL PUBLIC LIBRARY					
SALARIES	545,461	651,398	269,458	753,940	102,542
OVERTIME	0	0	0	0	0
BENEFITS	218,815	325,683	112,536	412,245	86,562
SUPPLIES	10,525	11,722	6,457	12,722	1,000
MINOR CAPITAL	1,538	6,111	3,577	12,000	5,889
MATERIALS	59,616	61,256	37,843	66,500	5,244
BUILDING RENT	122,019	91,883	46,842	93,438	1,555
INFO SYSTEMS	40,891	42,176	21,088	51,640	9,464
OTHER SERVICES	52,124	45,500	21,319	53,297	7,797
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$1,050,990	\$1,235,729	\$519,119	\$1,455,782	\$220,053
	61,927	63,913	42,131	80,834	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Library Services Director	1.00
Library Division Manager	2.00
*Library System Administrator	1.00
Library Supervisor	1.75
Administrative Assistant	1.00
Library Technician	2.00
Library Assistant	3.25
* 50% reimbursed by Whitman County Library District	
Total	12.00

GENERAL GOVERNMENT AND OPERATING TRANSFERS



**TOTAL GENERAL GOVERNMENT ,
Non-OPERATING AND
TRANSFER REQUEST :
\$491,748**

ACTIVITY:

Other General Governmental Services, External Support, Transfers to Other Funds and Non-Operating Expenditures

Non-departmental expenditure requests include a decrease in professional services to reflect a ramp-down of litigation expenses related to the Reid public records lawsuit (\$25,000 budgeted in 2015) and the completion in 2014 of the BDPA salary and classification project.

The City must by statute remit two percent of the monies it receives from state shared liquor taxes and profits to the Whitman County Alcohol Treatment Center, estimated to total \$9,500 in 2015.

Operating Transfers include \$32,013 as the support provided to the Pullman-Moscow Regional Airport, \$5,083 as support for the Government Access Channel of the Information Systems Fund, and \$7,070 to the Government Buildings fund for City Hall HVAC improvements.

The Capital Improvement Fund provides for the direct expenditure for capital projects from the General Fund. The projects are summarized by department here and are described more fully on succeeding pages. For 2015, the Capital Improvement Committee approved General Fund capital projects totaling \$1,049,449, which included a transfer of \$7,070 to Gov't Buildings. The approved projects are the narrow band radios lease for both Police and Fire, Police Advanced Authentication Infrastructure, Fire station 2 residing and remodel, a replacement Fire Engine, Engine Extraction Equipment, Live Fire Extinguisher Training System and Mary's Park Phase 1 improvements, which will be funded with MPD dollars.

Total C.I.P. project funding from General fund sources is \$1,049,449.

Non Operating Expenditures Consists of LEOFF 1 Payments for both Police and Fire, over which the Chiefs have no control.

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GENERAL FUND 2015 BUDGET REQUESTS

	2013 <u>ACTUAL</u>	2014 AMENDED <u>BUDGET</u>	<u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
GENERAL GOVERNMENT					
INSURANCE	168,328	191,290	189,675	209,550	18,260
OTHER SERVICES	103,861	100,815	34,462	47,700	(53,115)
CENTRAL STORES	0	0	0	0	0
TOTAL:	\$272,189	\$292,105	\$224,137	\$257,250	(\$34,855)
	19,063		18,196		
EXTERNAL SUPPORT					
ALCOHOLISM	5,530	10,000	1,994	9,500	(500)
TOTAL:	\$5,530	\$10,000	\$1,994	\$9,500	(\$500)
OPERATING TRANSFERS					
STREETS/OTHER FUNDS	0	0	0	0	0
INFO SYS - GOV'T ACCESS	4,159	3,926	3,926	5,083	1,157
GOVT BUILDINGS	0	91,203	0	7,070	(84,133)
ERD	61,923	19,351	19,696	0	(19,351)
AIRPORT	32,013	32,013	32,013	32,013	0
TOTAL:	\$98,095	\$146,493	\$55,635	\$44,166	(\$102,327)
OPER. SUBTOTAL:	\$375,814	\$448,598	\$281,766	\$310,916	(\$137,682)
NON-OPERATING EXPENDITURES					
LEOFF 1 - POLICE	102,347	148,658	44,676	95,832	(52,826)
LEOFF 1 - FIRE	55,699	85,000	23,592	85,000	0
POLICE GRANT	174,061	52,909	52,908	0	(52,909)
FIRE GRANT	89,300	0	0	0	0
	\$421,407	\$286,567	\$121,176	\$180,832	(\$105,735)
CAPITAL EXPENDITURES					
<u>C.I.P. PROJECTS</u>					
ADMIN/FINANCE	0	0	0	0	0
POLICE	17,516	79,515	44,514	32,516	(46,999)
FIRE	175,500	87,008	0	842,400	755,392
AMBULANCE	16,213	70,213	70,202	27,213	
INSPECTIONS	19,777	1,000	1,561	0	(1,000)
AQUATICS	203,240	0	8,460		
PARKS	0	55,000	3,053	140,250	85,250
LIBRARY	0	0	0	0	0
TOTAL:	\$432,245	\$292,736	\$127,790	\$1,042,379	\$792,643
		0			
<u>CAPITAL FUND TRANSFERS:</u>					
OTHER FUNDS	0	0	0	0	0
TOTAL CAPITAL:	\$432,245	\$292,736	\$127,790	\$1,042,379	\$792,643
PAGE TOTAL:	\$1,229,467	\$1,027,901	\$530,733	\$1,534,127	\$549,226

ACTIVITY:

2015 General Fund Capital Improvement Projects

ACTIVITY DESCRIPTION:

This activity segregates the capital improvement projects from the rest of the General Fund. On June 10, 2014 the City Council adopted the CIP for 2015 - 2020.

BUDGET:

\$1,049,449	Direct Expenditures
<u>18,662</u>	Carryover to 2014
\$1,068,111	Total

2015 GENERAL FUND C.I.P PROJECTS

<u>Department</u>	<u>Project</u>	<u>Amended 2014 Budget</u>	<u>Estimate Yr End 2014</u>	<u>Carryover 2015</u>	<u>Carryover 2016</u>	<u>New 2015 Request</u>	<u>Dept Total</u>
Police	Narrow Banding Radio Project	17,516	17,516			17,516	
	Body Cameras	11,000	11,000				
	Livescan Fingerprinting Machine I	13,000	13,000				
	Taser ECD Purchases	16,000	16,000				
	Crime Analysis Software	22,000	22,000				
	Advanced Authentication Infrastructure					15,000	
	Subtotal:	79,516	79,516			32,516	\$32,516
Fire	Residing/Remodel Station 2 Plans	42,000	42,000				
	Narrow Banding Radio Project	70,213	70,213			16,213	
	Fire Engine	45,008	45,008			564,000	
	Residing Station 2					42,000	
	Remodel Station 2 Plans					224,900	
	Engine Extraction Equipment Replacement					11,000	
	Live Fire Extinguisher Training Sys.					11,500	
	Subtotal:	157,221	157,221			869,613	\$869,613
Protective Inspections	2nd Floor Remodel	1,000	1,561			0	
	Subtotal:	1,000	1,561	0		0	\$0
Parks	Lighting Upgrade - Pioneer Center	27,500	36,338			0	
	Replace/Update Counters, Cupboard	27,500	0	18,662		0	
	Mary's Park, ADA Playground P-1					140,250	
	Subtotal:	55,000	36,338	18,662	0	140,250	\$158,912
General	City Hall Stucco Repair	84,133	84,133			0	
	City Hall HVAC Improvements					7,070	
	Subtotal:	84,133	84,133			7,070	\$7,070
TOTAL GENERAL FUND DIRECT:		375,870	358,769	18,662	0	1,049,449	1,068,111
Transfers to Other Funds							
Total Transfers to Other Funds:		0	0	0		0	\$0
TOTAL GENERAL FUND CAPITAL:		\$375,870	\$358,769	\$18,662	\$0	\$1,049,449	\$1,068,111
<u>C.I.P. Reserve:</u>		<u>Beginning 2014</u>	<u>Additions/ 2014</u>	<u>Year End 2014</u>	<u>Additions 2015</u>	<u>Additions (Uses) in 2015</u>	<u>Year End 2015</u>
Transfer from Undesignated Reserves:			1,042,379				
		\$266,776	(\$358,769)	\$950,386	\$317,150	(\$1,068,111)	\$199,425

FUND NUMBER

104

TITLE**ARTERIAL STREETS****ACTIVITY DESCRIPTION:**

Implementation of City's Six-Year Transportation Improvement Program.

GOAL:

Provide a planned program of major transportation improvements reflecting community needs and consistency with the City Comprehensive Plan.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Completion of planned projects with least disruption to City's motorists.

BUDGET:

\$1,619,012

MAJOR BUDGET CHANGES:

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2015 program is an estimate of the amount of work that will be completed on individual projects during that year. In some cases, the actual work completed may vary substantially from the estimate. Revenue received from outside sources is typically directly related to the amount of work completed. Included is a contribution to the City's next Comprehensive Plan Update (CO, \$7,000).

2015 Program:

Wawawai Path and Road	\$ 39,500
Bishop/Klemgard Signal	635,376
Terre View Widening & Rehabilitation	608,236
North Grand @ Ritchie Ped. Crossing	180,700
Terre View Bridge Deck Resurfacing	19,700
Miscellaneous	135,500
Total	<u>\$1,619,012</u>

MEASUREMENT TECHNIQUE:

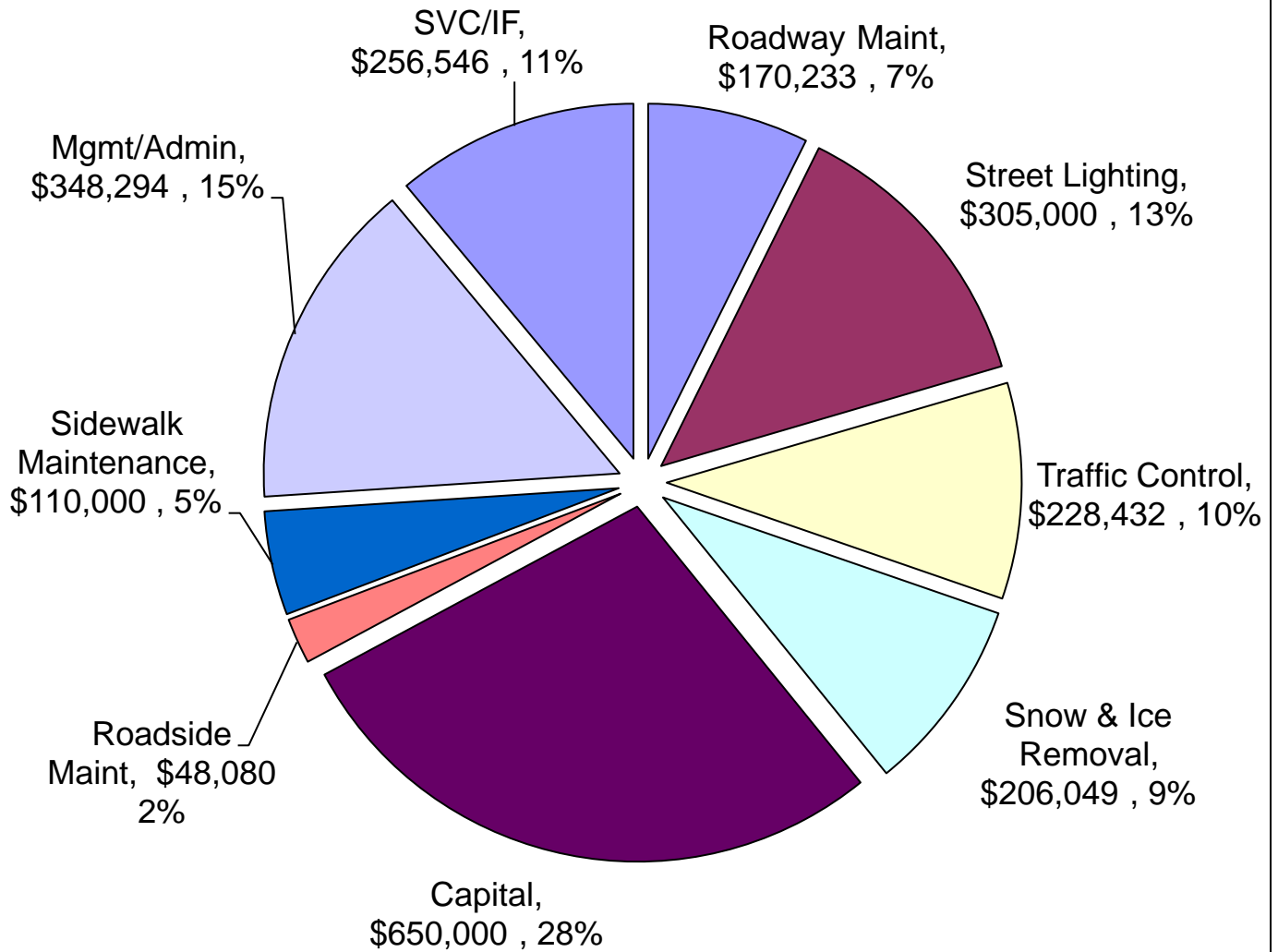
Feedback received at public hearings on Transportation Improvement Program and during and after construction.

ARTERIAL STREET FUND #104

	<u>2013 ACTUAL</u>	<u>2014 BUDGET</u>	<u>YTD 06/30/14</u>	<u>2015 REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEDERAL GRANTS		1,213,097	324,720	169,036	(1,044,061)
STATE GRANTS	172,962	1,380,420		531,427	(848,993)
GAS TAX	205,075	190,000	97,052	190,000	
TRANSIT-PROJECTS		100,000		100,000	
MISCELLANEOUS		75,000		275,436	200,436
TOTAL REVENUES:	\$378,037	\$2,958,517	\$421,772	\$1,265,899	(\$1,692,618)
+BEGINNING CASH:	1,412,216	1,518,926	1,518,926	1,478,525	(40,401)
TOTAL RESOURCES:	1,790,252	\$4,477,443	\$1,940,698	\$2,744,424	(\$1,733,019)
<u>EXPENDITURES:</u>					
SALARIES		70,500		27,000	(43,500)
OVERTIME		5,000		2,000	(3,000)
BENEFITS		29,000		11,800	(17,200)
SUPPLIES	163	1,300		1,300	
MINOR EQUIPMENT	15,566	3,000		3,000	
OTHER SERVICES		90,000		95,500	5,500
INTGOVT/OTHER	255,597	7,000		5,000	(2,000)
CAPITAL		3,304,956	57,424	1,473,412	(1,831,544)
TOTAL EXPENDITURE	\$271,326	\$3,510,756	\$57,424	\$1,619,012	(\$1,891,744)
+ENDING CASH	1,518,926	966,687	1,883,274	1,125,412	158,725
TOTAL USES:	\$1,790,252	\$4,477,443	\$1,940,698	\$2,744,424	(\$1,733,019)

2015 Street Budget

\$2,322,634



FUND NUMBER:

105

TITLE**STREETS****ACTIVITY DESCRIPTION:**

Maintenance of the City street and bridge systems, maintenance and operation of traffic control and street information signs and signals, and pavement markings.

GOAL:

Schedule activities within the budgeted street program that will effectively and efficiently utilize available resources in continuation of roadway system operations in a safe and efficient manner for the motoring and pedestrian public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Complete approximately 1,500 square yards of asphalt distress patching; complete three-days of crack sealing via Interlocal Agreement with Whitman County; complete \$300,000 accelerated street maintenance program plus \$300,000 carryover in accelerated street maintenance from 2014; install/replace 150 street signs; inspect and monitor 19 traffic signals daily; paint 115,000 lineal feet of centerline, fog line, curbs, bike paths, and crosswalks; grade aggregate streets semi annually; apply dust abatement on selected streets and alleys; utilize an effective and efficient snow/ice removal program to provide safe streets (65.61 miles plus 9.31 miles of state highway) for the motoring public.

BUDGET:

\$2,322,634

MAJOR BUDGET CHANGES:

Crack sealing (\$12,000) has been reduced by \$8,000. Sidewalk infilling (\$20,000), and sidewalk repair (\$30,000) remain the same as 2014. Accelerated Street Maintenance increased to \$600,000 in 2015 due to a carryover of \$300,000 from 2014 associated with the Reaney Park project. New items include the second payment for the RO Pyle building (\$20,000) and its subsequent demolition (\$25,000), Stadium Way Asphalt Bike Path and Landscaping (\$80,000), pavement rating study (\$50,000), and Center Street Speed Reduction and Safety Study (\$30,000).

Minor Equipment includes five narrow-band handheld radios and charging cradle (Share 50% with Sewer Maintenance) (\$4,200); low cost tool or equipment procurement (\$1,500); miscellaneous hand, electric, and pneumatic tool replacements (\$4,500); preformed traffic loops for street projects (\$1,500); two portable inverter generators (\$3,250); a high-flow snow blower attachment (\$9,500); and an external antenna for the Trimble GPS Unit (\$2,250).

Major Capital includes the Accelerated Street Maintenance Program (\$600,000), annual sidewalk infill project (\$20,000), and miscellaneous street lighting improvements (\$10,000).

MEASUREMENT TECHNIQUES

Square yards of new pavement and hours of street system disruption due to ice, snow or flood and timeliness of street painting.

STREET FUND #105

	2013 ACTUAL	AMENDED 2014 BUDGET	YTD 06/30/14	2015 REQUEST	\$ CHANGE
REVENUES:					
UTILITY TAX	1,180,846	1,109,500	595,605	1,120,000	10,500
1/4% R.E. TAX	255,206	170,000	196,697	170,000	
GASOLINE TAX	435,784	405,000	206,236	410,000	5,000
GRANTS, OTHER DIRECT	48,826	7,845	28,599	12,125	4,280
GENERAL FUND - C.I.P.					
TRANSIT FUND	102,024				10,000
TOTAL REVENUES:	2,022,686	1,692,345	1,027,138	1,712,125	19,780
+BEGINNING FUND BALANCE	1,520,465	1,520,465	1,520,465	1,784,670	264,205
TOTAL RESOURCES:	\$3,543,151	\$3,212,810	\$2,547,603	\$3,496,795	\$283,985

EXPENDITURES:					
SALARIES	250,940	237,528	105,256	265,677	28,149
OVERTIME	5,694	13,026	1,687	14,911	1,885
BENEFITS	118,450	129,383	50,648	133,902	4,519
SUPPLIES	152,506	237,800	109,227	238,400	600
MINOR EQUIPMT	3,918	8,500	237	26,750	18,250
ERD / BLDG.RENTAL/ INFO	401,775	78,631	39,315	66,441	(12,190)
OTHER SERVICES	317,932	673,100	293,917	890,083	216,983
INTERGOVERNMENTAL	180,593	63,906	51,145	36,470	(27,436)
CAPITAL & ACCEL MAINT.	439,534	333,300	11,111	650,000	316,700
TOTAL EXPENDITURE	1,871,342	1,775,174	662,542	2,322,634	547,460
+ENDING FUND BALANCE	1,520,465	1,437,636	1,885,060	1,174,161	(263,475)
TOTAL USES:	\$3,391,807	\$3,212,810	\$2,547,602	\$3,496,795	\$283,985

STAFFING	
<u>Position</u>	<u>Full-Time Equivalent</u>
Maintenance & Operations Superintendent	0.15
Maintenance Supervisor	0.15
Operations Supervisor	0.05
Control Specialist	2.40
Maintenance Workers	1.00
Engineering Technician	0.60
Civil Engineer	0.40
Seasonal/Casual	0.67
Administration	0.20
Clerical	0.25
Total	5.87

FUND NUMBER**TITLE****120****CIVIC IMPROVEMENT*****PROPOSED 2015 TOURISM BUDGET*****PURPOSE**

This fund was authorized by the City Council in 1982 to receive the local 2 percent share of the Hotel-Motel Special Lodging Tax, which is levied by the State. An additional 2 percent is matched by the State, from General Revenues, to aid cities in tourism promotion.

REVENUES

Estimated receipts: **\$346,000** (projected for 2015)

EXPENDITURES

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City. The 2015 request is summarized below:

Salaries:	Tourism Director	\$ 37,080
	Event Coordinator	\$ 33,957
	Office Manager	\$ 3,500
	Part-time Seasonal Intern	\$ 3,000
Payroll Taxes:	Tourism Director	\$ 3,852
	Event Coordinator	\$ 3,200
	Office Manager	\$ 350
	Intern	\$ 300
Simple IRA Benefit:	Tourism Director	\$ 1,200
	Event Coordinator	\$ 1,200
	Office Manager	\$ 80
Medical Benefits		\$ 7,416
1-800 Phone Number		\$ 500
Postage		\$ 7,300
Travel/Tourism Meetings		\$ 4,250
The Palouse Scenic Byway Program for Whitman Co.		\$ 18,000
Brochures		\$ 12,150
	Pullman-Moscow Activities Guide	\$2,000**
	Downtown Retail Map	\$1,200
	Winery/Brewery Rack Cards	\$1,000
	Loop Tour of Discovery	\$3,000
	Photography Map	\$1,500
	Walk of Fame Brochure	\$1,200
	Camping/RV Brochure	\$ 250
	New Brochure	\$2,000
	Brochure Total	\$12,150

Holiday Festival & Tree Lighting	\$ 2,000
First Down Friday Night	\$ 8,500
Fourth of July	\$ 6,500
National Lentil Festival	\$ 40,000
General Advertising	\$ 85,000 (targeted ads)
Tourism Promotion Grants	\$ 49,665
Office supplies and equipment rental	\$ 5,000
Insurance	\$ 4,000
Technology and Software	\$ 2,000
Website and DSL Fees	\$ 5,000
Total Budget Requested	\$345,000

This request asks to continue to support both a full time Tourism Director and an Events Coordinator: \$37,080 to fund a Tourism Director to work forty hours per week throughout the year. This position administers the tourism budget, develops ads and brochures, manages websites and social media applications, attends meetings and develops tourism education for local businesses, Scenic Byway, Palouse Marketing Committee, processes relocation and visitor request fulfillment and other tourism related projects. This request includes \$33,957 funding for an Event Coordinator to work forty hours per week throughout the year. This position covers events including Fourth of July, National Lentil Festival, Volunteer Appreciation Picnic, First Down Friday Nights, and Holiday Fest and assists with greeting visitors. These figures include a 3% salary increase for each position, per board approval, at some point in 2015. This request also includes \$3,000 funding for a Special Events Intern to continue helping with the 4th of July and National Lentil Festival. Beginning in 2011, funds were requested to pay the Office Manager for tourism-related work including paying bills and assistance with events. These funds are again included in the budget.

This request includes \$18,000 to continue work on the Palouse Scenic Byway Program, which was authorized by the City Council on October 2, 2001. This money will continue the website, the installation of a Wayfinding sign in Pullman, video production revisions as needed for the byway website and to do further advertising. This will also cover redesign/reprinting of the Scenic Byway brochure toward the end of 2015.

We also hope to increase production of the popular winery and brewery rack cards for use throughout the quad cities, also includes the yearly design and printing of an updated Hot Spot Photography Map and Downtown Retail Map.

Funding for the annual Holiday Festival is decreased to \$2,000 as new lights were purchased in early 2014. Funding for the First Down Friday Night event is requested at \$8,500 for two separate events. Advertising will be purchased to cover the Seattle and Spokane areas.

As requested, the Fourth of July budget of \$6,500 for fireworks has been included as a line item.

Funding for general advertising is requested for \$85,000 We want to increase our reach to biking and motorcycling enthusiasts, as well as branch out to birders.

Funding for Tourism Promotion Grants includes \$40,000 for National Lentil Festival. This is a decrease from 2014 by \$7,500.

Tourism Director manages/co-manages 3 separate websites, Pullman Chamber, Palouse Scenic Byway and National Lentil Festival. This allows tracking of average time spent on each website, page views per visit, and top referring sites.

Other social media includes: Twitter (Chamber, Lentil Festival, Visit the Palouse, First Down Friday Night) and Facebook (Chamber, Lentil Festival, First Down Friday Night, and the new Picture Perfect Palouse)

2014					Click Through		2013	2012
Month	Visits	Page Views	New Visits	Avg. Time	Pages per view			
Chamber Website							4,050 visits	3,489 visits
1st Quarter average	12,475	30,840	79.4%	2.5	2.5 pages		10,789 page views	11,016 page views
							2.5 pages	3 pages
2 nd Quarter average	16,528	37,311	78%	2 min	2.5 pages		<u>5,139 visits-</u> 12,718 page views 2.5 pages	<u>5,054 visits</u> 13,318 page views 3 pages
July	7,305	14,981	76%	2 min	2 pages		7,008 Visits 14,981 page views	6,720 visits 15,889 page views

Lentil Festival Website							
1 st Quarter average	3,226	7,652	79.5%	1.5 min	2.5 pages	28% growth	20% growth
2nd Quarter average	5,310	15,761	69%	2.5 min	3 pages	40%	
July	3,440	9,069	72%	2 min	3 pages		
Palouse Scenic Byway							
1 st Quarter average	4,294	15,620	81%	2.5 min	4 pages		Not available
2 nd Quarter average	2,868	15,711	79%	2.5 min	4 pages		
July		6,329					

CIVIC IMPROVEMENT FUND #120

	2013 <u>ACTUAL</u>	AMENDED 2014 <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
LODGING EXCISE TAX	337,486	340,162	144,095	345,000	4,838
INTEREST	1,001	1,200	322	1,000	(200)
TOTAL REVENUES:	\$338,487	\$341,362	\$144,416	\$346,000	\$4,638
+BEGINNING FUND BALANCE:	1,009,085	1,035,291	1,035,291	1,065,069	29,778
TOTAL RESOURCES:	\$1,347,572	\$1,376,653	\$1,179,708	\$1,411,069	\$34,416
EXPENDITURES:					
CONTRACT FOR TOURISM & CONVENTION PROMOTIONS	312,281	340,162	139,430	345,000	4,838
TOTAL EXPENDITURE	\$312,281	\$340,162	\$139,430	\$345,000	\$4,838
+ENDING FUND BALANCE	1,035,291	1,036,491	1,040,277	1,066,069	29,578
TOTAL USES:	\$1,347,572	\$1,376,653	\$1,179,708	\$1,411,069	\$34,416

FUND NUMBER:
310

TITLE
CEMETERY EXPANSION

PURPOSE:

To provide funds for cemetery expansion and/or development.

GOAL:

Continue to provide the opportunity for cemetery capital improvements.

BUDGET:

\$6,000

MAJOR BUDGET CHANGES:

Continue to provide the opportunity for cemetery capital improvements.

CEMETERY EXPANSION FUND #310

	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEES	580			275	275
CONTRIBUTIONS			1,000		
OTHER	382	450		500	50
TOTAL REVENUES:	962	450	1,000	775	325
+BEGINNING CASH:	18,696	19,658	19,658	20,658	1,000
TOTAL RESOURCES:	\$19,658	\$20,108	\$20,658	\$21,433	\$1,325
<u>EXPENDITURES:</u>					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES					
LAND PURCHASE					
IMPROVEMENTS		6,000		6,000	
TOTAL EXPENDS:		6,000		6,000	
+ENDING CASH	19,658	14,108	20,658	15,433	1,325
TOTAL USES:	\$19,658	\$20,108	\$20,658	\$21,433	\$1,325

FUND NUMBER:

315

TITLE

2005 LTGO BOND FUND

PURPOSE:

This fund collects the necessary General Fund amounts to repay the LTGO (Councilmanic) Bonds issued to finance improvements to Wawawai Path and Terre View Road. The City Council authorized the issuance and sale of the 2005 LTGO bonds on June 7, 2005.

REVENUES:

\$34,797

EXPENDITURES:

Principal:	\$35,000
Interest:	1,470
Registration:	302
Total:	\$36,772

2005 LTGO BOND FUND #315

	2013 ACTUAL	2014 BUDGET	YTD 06/30/14	2015 REQUEST	\$ CHANGE	%
REVENUES:						
STREET FUND	39,610	38,210	38,205	34,797	(3,413)	(0)
BOND PROCEEDS						
INVESTMENTS						
TOTAL REVENUES:	39,610	38,210	38,205	34,797	(3,413)	(0)
+BEGINNING CASH:	1,272	1,975	1,975	1,975	0	0
TOTAL RESOURCES:	\$40,882	\$40,185	\$40,180	\$36,772	(\$3,413)	(\$0)
EXPENDITURES:						
PRINCIPAL:						
2005 LTGO	35,000	35,000	35,000	35,000		
INTEREST:						
2005 LTGO	3,605	2,905	1,453	1,470	(1,435)	(0)
OTHER IMPROVEMENTS						
REGISTRATION	302	603	300	302	(301)	(0)
TOTAL EXPENDITURE	38,907	38,508	36,753	36,772	(1,736)	(0)
+ENDING CASH	1,975	1,677	3,427		(1,677)	(1)
TOTAL USES:	\$40,882	\$40,185	\$40,180	\$36,772	(\$3,413)	(\$0)

2005 LTGO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2015:

2005 LTGO	\$	-	<u>Maturity</u> December 1, 2015
TOTAL:	\$	-	

FUND NUMBER:**316****TITLE****2007 BOND FUND****PURPOSE:**

This fund was established to account for the revenue and expenditures related to the Parks and Paths Bond Fund.

REVENUES:

Funding for this project is from property taxes.

EXPENDITURES:

2015 expenditures include \$284,300 for principle, interest, and registration to service the bonds. \$800,000 has also been budgeted for completion of design and construction work on the Reaney Park Pool Complex Improvements project.

2007 BOND FUND #316

	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/14</u>	<u>2015</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
PROPERTY TAX	283,124	283,500	154,371	284,300	800
TRANSFER IN		100,840		250,000	
BOND PROCEEDS					
INVESTMENTS					
TOTAL REVENUES:	283,124	384,340	154,371	534,300	149,960
+BEGINNING CASH:	686,735	669,871	669,871	569,431	(100,440)
TOTAL RESOURCES:	\$969,859	\$1,054,211	\$824,242	\$1,103,731	\$49,520
EXPENDITURES:					
PRINCIPAL:					
2007 GO	230,000	240,000		250,000	10,000
INTEREST:					
2007 GO	52,700	43,500	21,750	33,900	(9,600)
OTHER IMPROVEMENTS	16,987	735,840	63,083	800,000	64,160
DEBT ISSUE COSTS					
REGISTRATION		400	302	400	
TOTAL EXPENDITURE	299,988	1,019,740	85,134	1,084,300	64,560
+ENDING CASH	669,871	34,471	739,108	19,431	(15,040)
TOTAL USES:	\$969,859	\$1,054,211	\$824,242	\$1,103,731	\$49,520

2007 GO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2014:

	<u>Amount</u>	<u>Maturity</u>
2007 GO Bond	\$ 780,000	December 1, 2017
TOTAL:	\$ 780,000	

FUND NUMBER:

TITLE

317

2009 WATER-SEWER REVENUE BOND FUND

PURPOSE:

This fund collects the necessary General Fund amounts from the Water and Sewer system to repay the bond for Airport water construction and Well 8 construction.

REVENUES:

Estimated receipts: \$205,408

EXPENDITURES:

Estimated expenditures: \$205,408

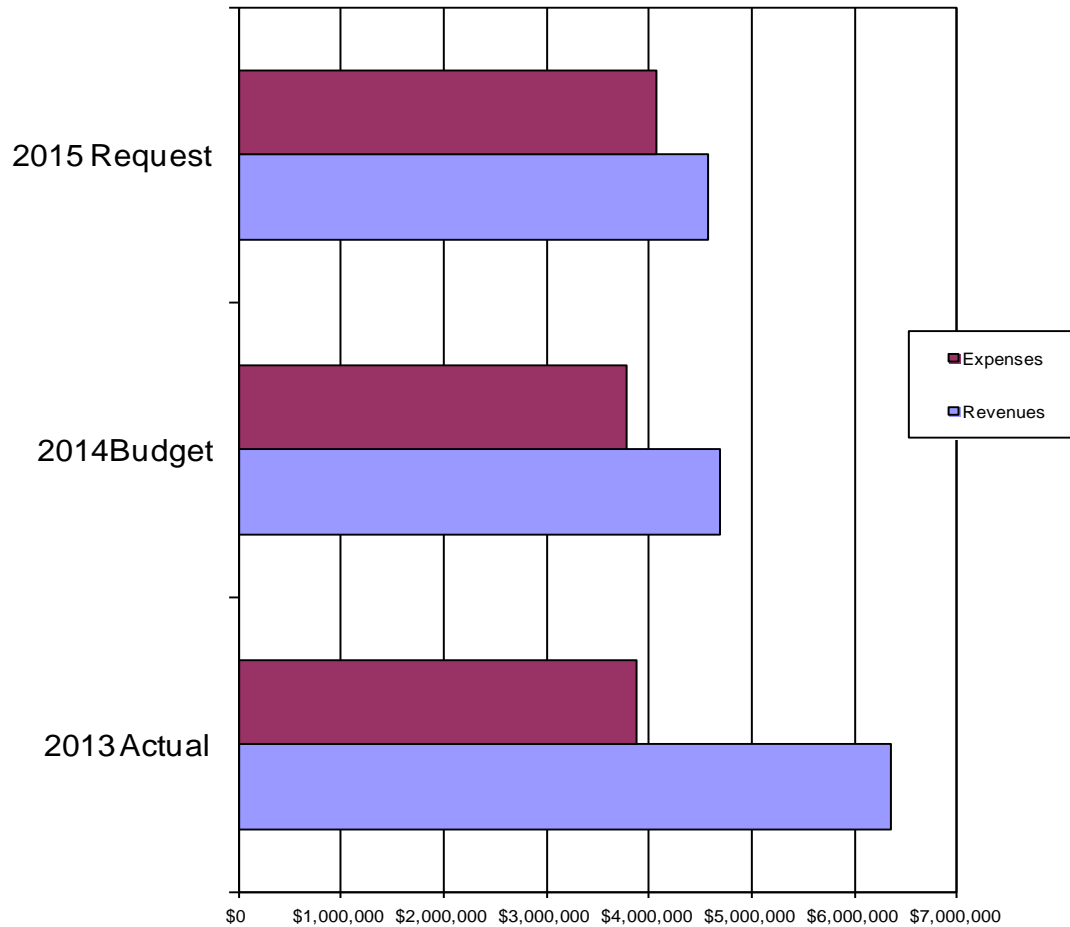
2009 WATER-SEWER REVENUE BOND FUND #317

	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/14</u>	<u>2015</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
INTER-GOVERNMENTAL					
BOND PROCEEDS			207		
INVESTMENTS					
TRANSFERS IN	429,530	205,408	204,908	205,408	
TOTAL REVENUES:	429,530	205,408	205,114	205,408	
+BEGINNING CASH:	193,064	378,364	378,364	379,690	1,326
TOTAL RESOURCES:	\$622,594	\$583,772	\$583,479	\$585,098	\$1,326
EXPENDITURES:					
PRINCIPAL:					
2009 REV BONDS	100,000	110,000		110,000	
INTEREST:					
2009 REV BONDS	96,907	94,908	15,818	94,908	
OTHER IMPROVEMENTS					
REGISTRATION	302		3,500	500	500
TRANSFERS	47,021				
TOTAL EXPENDITURE	244,230	205,408	20,992	205,408	
+ENDING CASH	378,364	378,364	562,487	379,690	1,326
TOTAL USES:	\$622,594	\$583,772	\$583,479	\$585,098	\$1,326

2009 REVENUE BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2014:

	<u>Amount</u>	<u>Maturity</u>
2009 Revenue Bonds	<u>\$ 2,180,000</u>	September 1, 2029
TOTAL:	\$ 2,180,000	

Utility Fund: Water Division



Revenues vs. Expenses

FUND NUMBER:

401

TITLE**UTILITIES/WATER****ACTIVITY DESCRIPTION:**

Maintenance and operation of City water facilities delivering approximately 892 million gallons of water to consumers annually.

GOAL:

Provide a constant supply of the highest quality water available at adequate pressure to approximately 5,137 City service connections. Perform preventive maintenance as scheduled to prevent the development of any major problems in equipment, facilities, and distribution systems, and perform repairs as needed to ensure continuous quality service.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Replace approximately 250 water meters 15 years old or older to ensure accuracy in water consumption measurements; repair existing water meters, services, and hydrants; install 100 service connections for new construction; replace approximately 25 galvanized service lines with plastic or copper lines; survey approximately 26 miles of water mains and service lines for detection and repair of leaks; inspect, test, and repair all pressure-reducing valves, altitude valves and control valves; inspect and test 25% of all large water meters on a rotating basis; monitor and test all cross connection control devices installed in City facilities; perform preventive maintenance on pumps, motors, chlorine, fluoride, and telemetry equipment; daily monitoring for all wells, booster stations and reservoirs; daily monitoring for fluoride and chlorine residual levels; weekly sampling for coliform testing; annual testing for organics, nitrates, and trihalomethane; other testing as required for volatile organic contaminants, herbicides, pesticides, insecticides, bacteria, EDB, dioxin, endothall, diquat, glyphosphate, and radionuclides (approximately 3,000 tests conducted yearly).

BUDGET:

\$4,078,507

MAJOR BUDGET CHANGES:

The 2015 budget includes \$225,000 to repaint Charlie Brown Tank, a Comprehensive Plan contribution (\$2,000 carryover

from 2014), an increase of \$60,000 to support the water conservation rebate program and programmed rebuilding of the pumps at Well 8 (\$40,000).

Minor Capital includes tool or equipment procurement (\$2,500); miscellaneous hand, electric, and pneumatic tool replacements (\$2,500); 50 percent of a Public Works copier for the East Wing of City Hall (\$2,700); a fire hydrant diverter/diffuser with dechlorination capability (\$1,000); a torque wrench (\$500); a replacement fluoride transfer pump (\$400); a replacement metal detector (\$1,200); and a replacement pipe locator (\$8,000).

Major Capital includes Airport Domestic Water System Upgrades (\$50,000 carryover), radio read meters for new accounts (\$25,000), City facilities irrigation upgrades (\$100,000), and miscellaneous water line replacements (\$100,000).

MEASUREMENT TECHNIQUE:

Days of water supply shut down, amount of leak repairs, and meters replaced.

**UTILITY FUND
#401**

WATER-SEWER REVENUES AND EXPENDITURES

2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
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REVENUES:

WATER DIVISION:

**WATER SALES
MISCELLANEOUS**

4,487,742	4,109,000	1,987,939	4,304,000	195,000
1,866,798	580,450	145,152	272,540	(307,910)

TOTAL REVENUES:

\$6,354,540	\$4,689,450	\$2,133,091	\$4,576,540	(\$112,910)
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EXPENDITURES:

**SALARIES
OVERTIME
BENEFITS
SUPPLIES
MINOR EQUIPMENT
ERD/BUILDING RENTAL
OTHER SERVICES
INFO SYS/INTERGOVT
DEBT REDEMPTION
CAPITAL

614,078	632,548	305,223	718,186	85,638
3,190	20,121	1,260	23,082	2,961
281,862	335,307	146,157	346,889	11,582
346,790	382,274	148,179	467,450	85,176
7,518	2,500	329	18,800	16,300
312,091	237,063	111,116	223,941	(13,122)
1,481,011	1,443,116	551,694	1,598,779	155,663
510,327			269,937	269,937
137,461	137,122	136,443	136,443	(679)
178,877	327,000	37,516	275,000	(52,000)

TOTAL EXPENDITURES:

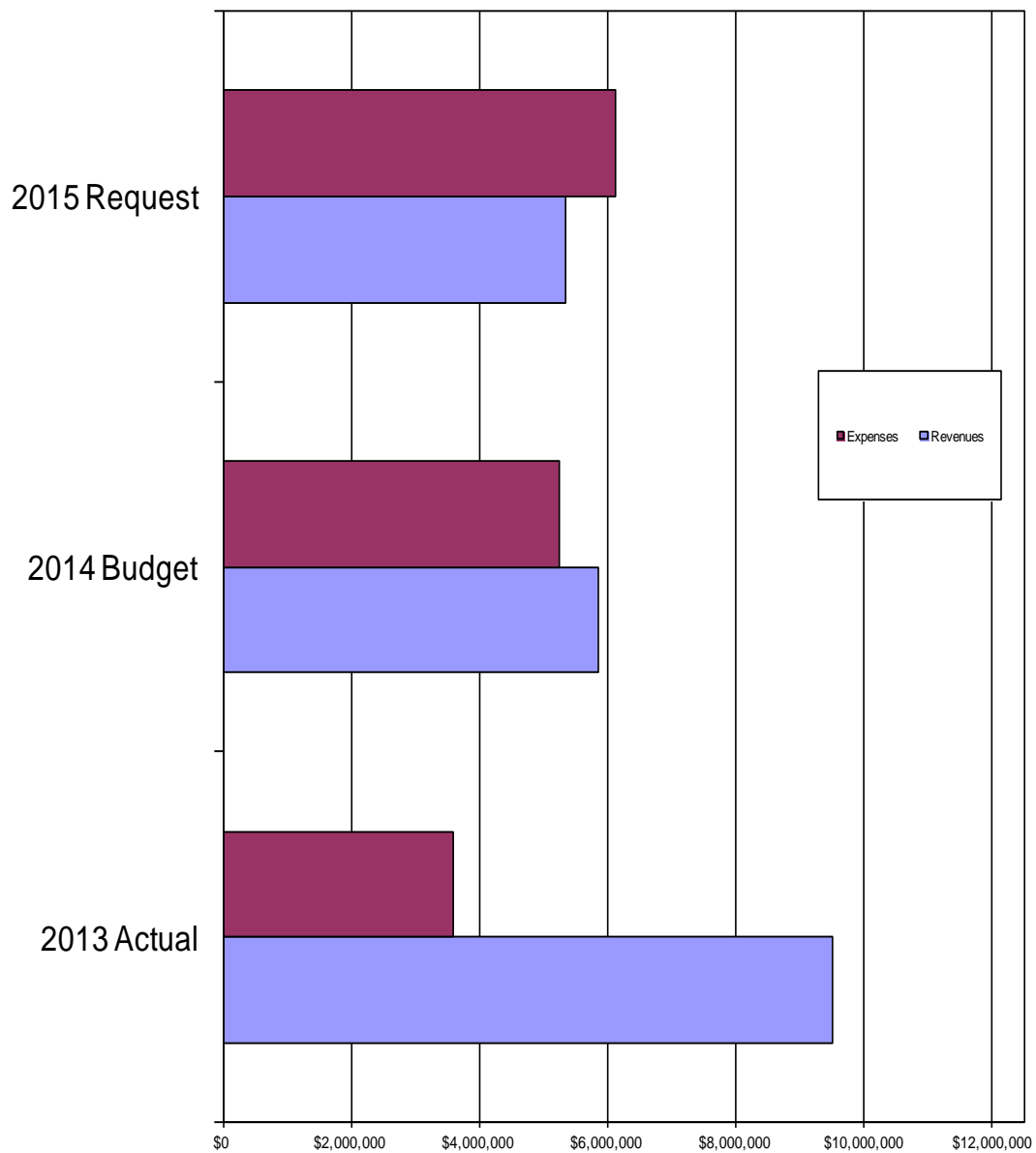
\$3,873,205	\$3,779,275	\$1,670,357	\$4,078,507	\$299,232
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SURPLUS/(DEFICIT)

\$2,481,335	\$910,175	\$462,733	\$498,033	(\$412,142)
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STAFFING: WATER	
Position	Full-Time Equivalent
Maintenance & Operations Superintendent	0.45
Operations Supervisor	0.90
Maintenance Supervisor	0.35
Maintenance Workers	6.96
Control Specialist	0.45
Civil Engineer	0.20
Engineering Technician	1.50
Seasonal/Casual	1.01
Clerical	0.80
Administration	0.30
Mapping Aide	1.00
Total	13.92

**Utility Fund:
Sewer/Sewage Treatment**



Revenues vs. Expenses

ACTIVITY:**TITLE**

401

**UTILITIES/SEWER MAINTENANCE
AND SEWER TREATMENT****ACTIVITY DESCRIPTION:**

Maintenance of sewer collection facilities and maintenance and operation of the Wastewater Treatment Plant.

GOAL:

Provide a safe and effective wastewater collection system that will accept water and water-carried waste from their point of origin and carry them at an acceptable rate to the Wastewater Treatment Plant so as to provide uninterrupted service to City utility customers.

Provide wastewater treatment that meets or exceeds all Department of Ecology and Environmental Protection Agency regulations.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform planned and preventive maintenance on 93.16 miles of sewer lines and interceptor lines, which includes: jet-vac or power-rod 215,000 lineal feet of sewer mains; televising 6,000 lineal feet of sewer lines to support the sewer replacement program, for identifying problem lines with additional maintenance needs, and for verifying the location of customer lateral taps to the main.

Perform planned and preventive maintenance on two major and three minor sewer lift stations, which includes daily monitoring, monthly cleaning, and biannual motor and pump inspections, testing and repairs.

Annual treatment of approximately 1.006 billion gallons of wastewater meeting State Department of Ecology requirements. The budgeted service level will provide for the following: perform 75+ work orders monthly for routine and preventive maintenance functions on plant equipment; effectively manage the annual disposal and farmland application of approximately 406 dry tons of biosolids; conduct 4,000 laboratory tests annually for operational needs and monitoring requirements.

BUDGET:

\$6,130,681 (Sewer Maintenance is \$1,266,187 and Sewage Treatment is \$4,864,494)

MAJOR BUDGET CHANGES:

The Sewer Treatment budget includes SRF loan repayment (\$808,700) on the Secondary Process Improvements project, consultant services for an evaluation of DCBM Reduction Alternatives (\$40,000), for development of a new WWTP Facility Plan (\$100,000), and for a mixing zone analysis and report (\$35,000).

Minor Capital includes annual replacement of building heaters (1 @ \$2,500); annual replacement of sump pumps (\$2,400); a five drawer file cabinet (\$1,720); replacement LEL monitors and base station (\$5,000); low cost tool or equipment procurement (\$3,500); miscellaneous hand, electric, and pneumatic tool replacements (\$2,200); a Public Works copier for the East Wing of City Hall (\$2,700); tools for the Industrial Mechanic (\$2,500); five narrow-band handheld radios and charging cradle (\$4,250); a hanging file storage unit (\$2,580); a one-ton magnet (\$2,000); and two portable inverter generators (\$3,250).

Major Capital includes the Alcora Drive pipe rehabilitation project (\$147,000), the Hall Street/Stadium Way Extension pipe rehabilitation project (\$116,000), the inflow/infiltration reduction program (\$26,000), miscellaneous pipe rehabilitation projects (\$100,000), miscellaneous sewer line replacement (\$75,000), the Sunset Drive/Fisk Street/Windus-Webb alley pipe rehabilitation project (\$175,000), construction of a Digester Copula floor drain (\$15,000), installation of an air gap on the WWTP process waterline (\$125,000), replacement of the belt press and DAFT polymer makeup units (\$115,000), and the Thickened Waste Activated Sludge pumping upgrade project (\$130,000).

MEASUREMENT TECHNIQUE:

Number of sewer line stoppages and effluent parameters meeting Department of Ecology requirements.

**UTILITY FUND
#401**

WATER-SEWER REVENUES AND EXPENDITURES

2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
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SEWER/SEWAGE TREATMENT DIVISION:

REVENUES:

SEWER SALES	3,918,007	3,950,000	2,124,522	4,100,000	150,000
WSU REIMBURSMT	863,659	1,000,000	423,479	900,000	(100,000)
MISCELLANEOUS	4,735,444	909,765	212,133	356,440	(553,325)

TOTAL REVENUES:

\$9,517,110	\$5,859,765	\$2,760,134	\$5,356,440	(\$503,325)
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EXPENDITURES:

SALARIES	678,593	795,073	386,191	897,953	102,880
OVERTIME	9,181	14,097	2,988	16,187	2,090
BENEFITS	329,045	422,479	193,529	435,901	13,422
SUPPLIES	184,144	268,406	128,126	276,858	8,452
MINOR EQUIPMENT		24,750	7,429	34,600	9,850
ERD/ BUILDING RENTAL	235,933	198,834	100,177	239,460	40,626
OTHER SERVICES	1,069,655	1,665,189	538,821	1,801,483	136,294
INFO SYS/INTERGOVT	100,257	102,488	50,272	55,934	(46,554)
DEBT REDEMPTION	554,050	989,686	549,580	1,348,306	358,620
**CAPITAL	420,011	755,000	107,566	1,024,000	269,000

TOTAL EXPENDITURES:

\$3,580,869	\$5,236,002	\$2,064,678	\$6,130,682	\$894,680
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SURPLUS/(DEFICIT)

\$5,936,241	\$623,763	\$695,456	(\$774,242)	(\$1,398,005)
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STAFFING: SEWER/SEWAGE TREATMENT

Position	Full-Time Equivalent
Maintenance & Operations Superintendent	0.20
Maintenance Supervisor	0.40
Operations Supervisor	0.05
WWTP Supervisor	1.00
WWTP Operator	5.00
Laboratory Manager	1.00
WWTP Mechanic	1.00
Control Specialist	0.50
Maintenance Workers	1.56
Civil Engineer	0.30
Engineering Technician	0.90
Seasonal/Casual	1.21
Clerical	1.16
Administration	0.70
Mapping Aide	1.00
Total	15.98

**UTILITY FUND
#401**

WATER-SEWER REVENUES AND EXPENDITURES

	2013	2014	YTD	2015	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

TOTAL UTILITY FUND:

REVENUES:	15,871,650	10,549,215	4,893,224	9,932,980	(616,235)
EXPENDITURES:	7,454,074	9,015,277	3,735,035	10,209,189	1,193,912
DEPRECIATION:	1,624,913	1,900,000		2,050,000	150,000
CAPITAL TRANSFERS 403:	4,716,144	2,952,770		838,380	(2,114,390)
SURPLUS/(DEFICIT):	2,076,519	(3,118,832)	1,158,189	(3,164,589)	(45,757)
ENDING CASH:	8,508,004	7,089,172	9,666,193	8,145,392	1,056,220

ACTIVITY:**TITLE****403****UTILITY CAPITAL PROJECTS FUND****PURPOSE:**

This fund is used to account for major water, sewer and sewage treatment capital projects. Some of the projects are multi-year projects that will not be completed within 2015. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2015 request includes only the estimated project dollars that we intend to expend in 2015.

REVENUES:

Funding for projects will be from Utility Fund reserves and from WSU.

EXPENDITURES: \$838,380

Utility Capital Projects include:

Water

State Street Waterline	\$ 219,880
Jefferson Elementary Waterline Replacement	164,000
Water Tank 11 (NW High)	90,000
Wheatland Drive Waterline Replacement	61,000
Water Tank 12 (NW High)	\$ 50,000
Total	\$ 584,880

Sewer

Dry Fork Creek Sewer (design)	\$ 32,000
Reaney Park Sewer	81,500
SR 270/Airport Road Sewer	\$ 106,000
Total	\$ 219,500

WWTP

STP Electrical & Control Upgrade	\$ 10,000
Influent Pump Replacement	\$ 24,000
Total	\$ 34,000

Grand Total**\$ 838,380**

UTILITY CAPITAL PROJECTS FUND 403

	2011 REQUEST	2012 REQUEST	2013 REQUEST	2014 REQUEST	2015 REQUEST
REVENUES:					
WSU CONTRIBUTIONS					
OTHER					
TOTAL REVENUES:					
+UTILITY FUND CASH + LOANS:	4,485,329	10,677,280	8,181,327	2,952,770	838,380
TOTAL RESOURCES:	\$4,485,329	\$10,677,280	\$8,181,327	\$2,952,770	\$838,380
CAPITAL EXPENDITURES:					
SEWER:					
CLIFFORD STREET SEWER	650,000	650,000	42,800		
DRY FORK CREEK SEWER		420,000	32,000	32,000	32,000
REANEY PARK SEWER			100,000	100,250	81,500
SR70/AIRPORT ROAD SEWER			2,174,000	2,026,250	106,000
WATER SYSTEMS:					
SW HIGH STANDPIPE	57,000				
TELEMETRY	20,000				
BOOSTER STATION #10	9,000	8,520			
JOHNSON ROAD WATERLINE					
WELL #8	52,400	49,760	48,260		
WELL #5 CHLORINE UPGRADE	181,720	238,000	244,600	54,420	
AIRPORT WATER SYSTEM	63,000				
CITY HALL 2ND FLOOR REMODEL			10,547		
M&O RADIO COMMUNICATIONS	190,000	15,000			
REANEY PARK WATERLINE	6,000				
HIGH STREET WATERLINE					
BLEASNER DRIVE WATERLINE	131,000	5,000			
GUY STREET WATERLINE	6,500				
STATE STREET WATER		220,000	119,100	220,000	219,880
STADIUM WAY WATER LINE		560,000	373,500	52,650	
BOOSTER 10			8,520		
MEYER DRIVE WATER LINE REPLACEMENT				52,000	
HAROLD DRIVE WATER LINE REPLACEMENT				86,000	
JEFFERSON ELEMENTARY WATER LINE REPLACEMENT					164,000
WATER TANK 11					90,000
WHEATLAND DRIVE WATER LINE REPLACEMENT					61,000
WATER TANK 12					50,000
WASTEWATER TREATMENT PLANT:					
NEW DIGESTER					
AERATION BASIN CONSTR./UPGRADES	2,197,709	6,885,000	3,273,000	67,200	
STP ELECTRICAL & CONTROL UPGRADE	100,000	120,000	500,000	30,000	10,000
STP SECONDARY CLARIFIER UPGRADES	240,000	860,000	695,000	45,000	
RAS PUMPING UPGRADE	120,000	420,000	365,000	25,000	
WAWAWAI LIFT STATION REPLACEMENT	236,000	16,000			
INFLUENT PUMP REPLACEMENT	225,000	210,000	195,000	162,000	24,000
COLFAX LIFT STATION					
TOTAL EXPENDITURES:	\$4,485,329	\$10,677,280	\$8,181,327	\$2,952,770	\$838,380
+ENDING CASH					
TOTAL USES:	\$4,485,329	\$10,677,280	\$8,181,327	\$2,952,770	\$838,380

FUND NUMBER:**404****TITLE****STORMWATER****ACTIVITY DESCRIPTION:**

Implementation of the Stormwater Management Program in conformance with the City's NPDES Phase II Municipal Stormwater Permit.

GOAL:

Schedule activities within the budgeted stormwater program that will improve water quality in receiving streams by reducing pollution, maintain and improve infrastructure, reduce volume-induced negative water quality impacts to natural drainage systems, increase public awareness of stormwater issues and meet regulatory permit requirements. Administer stormwater regulations, policies, and practices in a positive, helpful manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Achieve compliance with the NPDES Municipal Stormwater Permit. Implement the stormwater maintenance program including: 1) Sweeping all streets in the spring and in the fall, weekly sweeping of the Central Business District, and sweeping other City streets one day per week on a rotating basis; 2) Leaf cleanup program in November; 3) Televisе approximately 500 feet of storm drain lines. 4) Clean 37 miles of storm drain lines on a rotating basis; 5) Inspect and clean 1,763 catch basins, 964 manholes, 202 catch basin/manholes, 23 curb inlets, 44 flow control facilities (detention ponds), 381 outfalls, 10 treatment facilities (biofiltration swales, oil/water separators, etc.) on a rotating basis.

BUDGET:

\$1,311,823

MAJOR BUDGET CHANGES:

The 2015 budget includes programmed salary step increases, a contribution to the City's next Comprehensive Plan Update (\$7,000 carryover), and Park Street Flood Improvements design (\$26,000).

Minor Equipment includes water quality monitoring equipment (\$1,500), asset inventory/inspection equipment (\$2,500), office furniture (\$2,500), a utility trailer (\$3,900), MS4

maintenance tools/equipment (\$5,000), and miscellaneous equipment as needed (\$1,000).

Capital includes the Reaney Park Utility project (\$110,000 carryover), a GPS unit (\$15,000), and miscellaneous line replacements (\$50,000).

MEASUREMENT TECHNIQUE:

NPDES Phase II Municipal Stormwater Permit compliance; number of lane miles swept; successful leaf pickup program; feet of storm drain pipe televised and cleaned; number of catch basins and manholes inspected and cleaned; number of flow control and treatment facilities inspected and maintained; proper functioning of private flow control and treatment facilities, and public feedback.

STORMWATER FUND #404

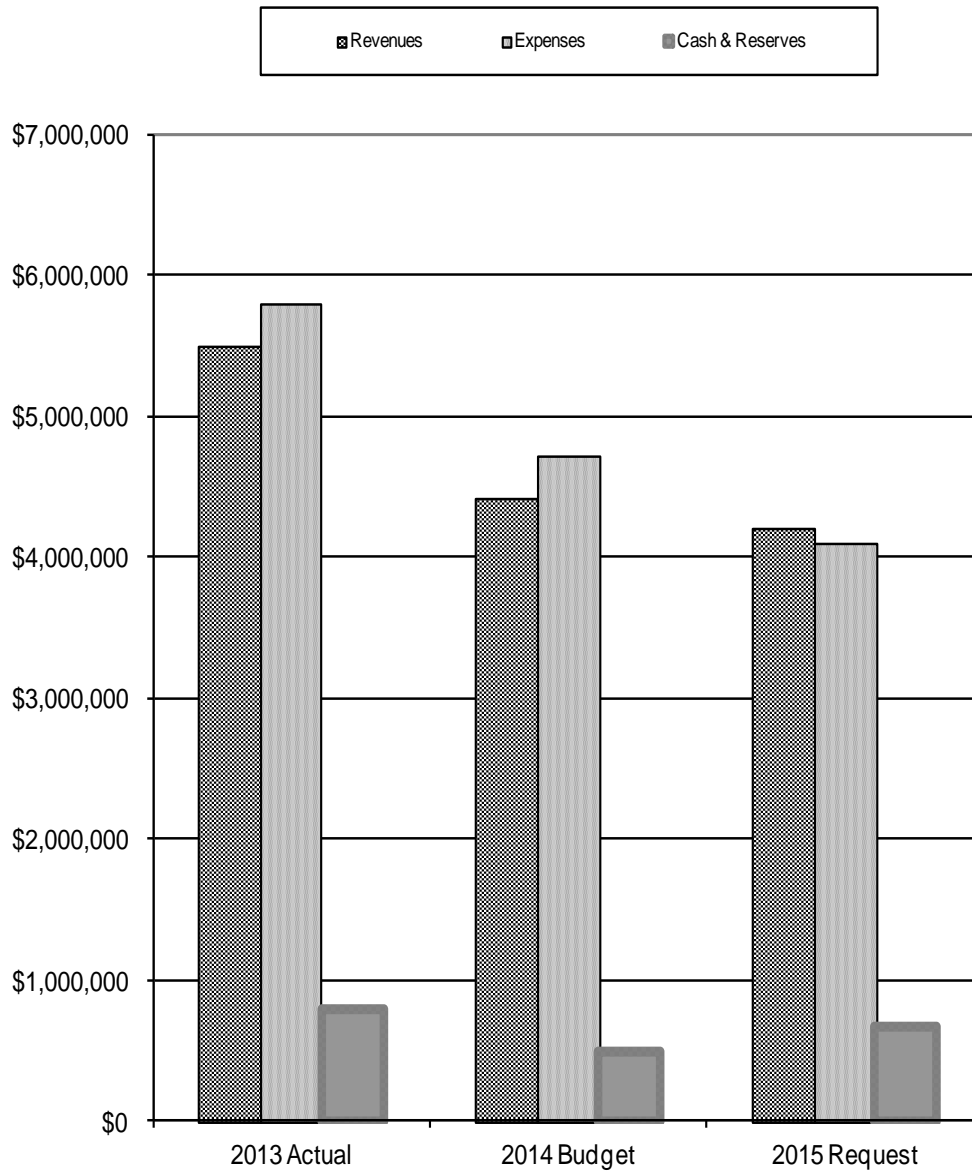
	2013 ACTUAL	2014 BUDGET	YTD 06/30/14	2015 REQUEST	\$ CHANGE
REVENUES:					
CHARGES GOODS&SERVICE	1,092,743	1,100,000	636,587	1,100,000	
GRANTS	19,439	170,000		15,000	(155,000)
INVESTMENT INTEREST					
OPERATING TRANSFERS					
MISCELLANEOUS	6,713			1,000	
TOTAL REVENUES:	\$1,118,895	\$1,270,000	\$636,587	\$1,116,000	(\$155,000)

EXPENDITURES:					
SALARIES	232,268	245,040	108,430	267,161	22,121
OVERTIME	557	4,381	529	4,120	(261)
BENEFITS	103,341	119,975	52,118	124,688	4,713
SUPPLIES	15,292	22,000	3,375	22,000	
MINOR EQUIPMENT	10,528	11,100		16,400	5,300
ERD RENTAL	82,415	133,231	66,616	153,399	20,168
BLDG RENTAL	86,787	16,482	8,541	17,322	840
INFO SYSTEMS	11,030	16,317	8,159	22,663	6,346
OTHER SERVICES	295,983	593,177	193,970	341,466	(251,711)
INTGOVT/OTHER	35,617			167,604	167,604
CAPITAL	409,244	22,100		175,000	152,900
TOTAL EXPENDITURE	\$1,283,062	\$1,183,803	\$441,737	\$1,311,823	\$128,020

NET REVENUES/EXPENDITURE	(\$200,124)	\$86,197	\$194,850	(\$195,823)	\$282,020
DEPRECIATION	35,957	48,000	18,789	48,000	
NET	(\$236,081)	\$38,197	\$176,061	(\$243,823)	(282,020)
+BEGINNING CASH:	1,723,284	1,723,284	1,723,284	1,942,040	218,756
+ENDING CASH	1,523,160	1,809,481	1,918,134	1,746,217	(63,264)

STAFFING: STORMWATER	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Stormwater Service Program Manager	1.00
Field Technician	1.00
Stormwater Aide	0.50
Civil Engineer	0.10
Maintenance Workers	1.18
Clerical	0.34
Seasonal/Clerical	0.67
Total	4.99

TRANSIT FUND



FUND NUMBER:

405

TITLE

TRANSIT

ACTIVITY DESCRIPTION:

Operation of the City's Transit system, service includes the fixed route and Dial-A-Ride services.

GOAL:

Provide safe, reliable, and convenient public transportation to the citizens of Pullman for a reasonable cost.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Transport over 1,400, 000 fixed route passengers and provide 17,000 Dial-A-Ride trips.

Keep the fixed route fare box return ratio over 50 percent.

Keep fixed route ridership per hour near or above 50 riders.

Keep overall operating cost per passenger on the fixed route below \$2.00.

Keep Dial-A-Ride on-time pickup percentage above 95 percent.

BUDGET:

\$4,084,076

MAJOR BUDGET CHANGES:

The 2015 budget includes programmed salary step increases for non-represented employees and COLA increases per the collective bargaining agreement for union-represented employees. Equipment rental costs are down \$40,877, primarily due to less work upfitting new buses and preparing old buses for disposal this billing period compared to the previous billing period.

Minor Capital includes the replacement of miscellaneous office equipment (\$1,500), miscellaneous tools (\$1,500), replacement of old furniture (\$2,750), and the addition of a camera with GPS tracking capability for the supervisor vehicle (\$3,000).

Major Capital in this budget includes three replacement bus shelters (\$26,000) and additional bus stop seats (\$13,800).

MEASUREMENT TECHNIQUE:

The operational performance of Pullman Transit is measured against all other Washington transit systems using criteria established by the State and described in our 2014-2019 Transit Development Plan.

TRANSIT FUND #405

	AMENDED		YTD	2015	
	2013	2014	06/30/14	REQUEST	\$ CHANGE
	ACTUAL	BUDGET			
REVENUES:					
FARES	1,900,445	1,990,204	932,397	2,092,887	102,683
OTHER LOCAL	6,961	7,500	(40,092)	10,550	3,050
STATE MVET	171,060				
EQUALIZATION	59,002				
UTILITY TAX	1,180,846	1,154,000	595,319	1,167,000	13,000
TOT OPER REVENUE	\$3,318,314	\$3,151,704	\$1,487,623	\$3,270,437	\$118,733
VEHICLE GRANT	1,565,638	62,000	560,646	62,000	
OPERATING GRANT	600,000	600,000	150,000	854,511	254,511
TOTAL REVENUES:	\$5,483,952	\$4,403,565	\$2,216,229	\$4,186,948	(\$216,617)
EXPENDITURES:					
SALARIES	1,501,932	1,630,766	785,045	1,688,601	57,835
OVERTIME	34,291	37,385	12,003	37,385	
BENEFITS	801,612	842,282	410,798	849,607	7,325
SUPPLIES	27,843	35,700	14,649	35,700	
MINOR EQUIPMENT	12,511	10,400	3,055	13,000	2,600
EQUIPMENT MAINTENANCE	1,124,811	1,033,434	497,136	919,115	(114,319)
OTHER SERVICES	282,549	323,900	190,239	341,368	17,468
INTERFUND PAYMENTS		111,000	7,800	159,500	48,500
CAPITAL	2,001,505	684,800	648,057	39,800	(645,000)
TOTAL OPER. EXPENSE	\$5,787,054	\$4,709,667	\$2,568,782	\$4,084,076	(\$625,591)
NET REVENUES/ EXPENSES	(303,102)	(306,102)	(352,553)	102,872	408,974
DEPRECIATION	429,795	525,000		550,000	25,000
NET	(\$732,897)	(\$831,102)	(\$352,553)	(\$447,128)	\$383,974
+BEGINNING CASH:	1,107,503	789,313	789,313	556,911	(232,402)
+ENDING CASH	789,313	483,211	436,760	659,783	151,572

STAFFING	
Position	Full-Time Equivalent
Administration	0.20
Transit Manager	1.00
Operations Supervisor	1.00
Customer Service Supervisor	1.00
Training Officer	1.00
Dispatcher	2.73
Customer Service Representative	1.58
Driver, Full Time	16.98
Driver, 3/4 Time	1.16
Driver, 1/2 Time	4.13
Driver, Extra Board Time	0.96
Bus Washer	2.62
Total	34.36

FUND NUMBER:

501

TITLE**EQUIPMENT RENTAL****ACTIVITY DESCRIPTION:**

Preventive maintenance and repair of all equipment in the City fleet.

GOAL:

Perform preventive maintenance and routine repairs on all City vehicles to minimize equipment maintenance and operation costs and to maximize equipment availability and useful life, so that City staff can provide the highest possible level of service to the public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform preventive maintenance and minor repairs on fleet equipment: 5 fire trucks, 7 ambulance/rescue vehicles, 1 hazmat semi-truck and trailer, 18 police vehicles, 22 transit buses, 3 mini-buses, 48 light vehicles (passenger cars, vans, and trucks half-ton or smaller), 23 large trucks (one-ton or larger, including dump trucks, vac trucks and sweepers), 27 pieces of various heavy equipment, and 29 attachments and accessory equipment; and prepare new equipment for service. Over 2300 service calls for routine maintenance, repairs, and overhauls are completed.

BUDGET:

\$3,565,597

MAJOR BUDGET CHANGES:

The 2015 budget includes programmed COLA salary increases per the collective bargaining agreement; an increase in the supply line item for fuel, oils, lubricants, tires, chains, etc. (+\$32,000); an increase to the amount budgeted for contracted repairs and maintenance (+\$20,000); and \$35,000 for the fuel island relocation design.

Minor Capital includes employee tool replacement (\$1,500); low cost tool or equipment procurement (\$1,500); and miscellaneous hand, electric, and pneumatic tool replacements (\$4,000).

Capital Expenditures are approved CIP vehicles (\$952,000).

FY2015 VEHICLE REPLACEMENTS:

01-051	2001 Ford One Ton with Plow - Parks	\$	17,000
	(carryover expenses)		
02-216	2002 Honda - Parks		12,000
08-024	2008 Ford Taurus X - Police		46,000
10-018	2010 Ford Explorer - Police		46,000
92-452	1992 KME Fire Pumper - Fire		705,000
93-028	1993 Chevrolet Van - M&O - Engineering		32,000
93-029	1993 Chevrolet Van - M&O - Engineering		32,000
95-197	1995 Kubota Tractor - Parks		50,000
	Tire Changer - ERD	\$	<u>12,000</u>
	TOTAL	\$	952,000

MEASUREMENT TECHNIQUE:

Satisfaction of vehicle performance from user departments.

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EQUIPMENT RENTAL FUND #501

	2013 ACTUAL	2014 BUDGET	YTD 06/30/14	2015 REQUEST	\$ CHANGE
REVENUES:					
EQUIPMENT RENT & REPAIR	2,514,154	2,281,492	1,151,494	2,281,492	
MISCELLANEOUS	144,382	59,125	30,690	49,250	(9,875)
TRANSFERS IN/OUT	237,423	61,923	19,696	713,000	651,077
TOTAL REVENUES:	\$2,895,959	\$2,402,540	\$1,201,881	\$3,043,742	(\$666,193)
EXPENSES:					
SALARIES	308,696	317,536	159,706	327,075	9,539
OVERTIME	801	7,737	351	7,869	132
BENEFITS	154,551	158,664	79,579	167,447	8,783
SUPPLIES	877,012	1,086,480	401,986	1,129,180	42,700
MINOR EQUIPMENT	8,738	8,900	2,087	7,000	(1,900)
OTHER SERVICES	266,832	403,000	169,316	411,820	8,820
INFO SYS/INTERGOVT	43,147	44,291	24,466	43,206	(1,085)
DEBT SERVICE	61,923	61,923			
CAPITAL	293,846	333,000	88,481	952,000	619,000
TOTAL EXPENSES	\$2,015,546	\$2,379,404	\$945,668	\$3,045,597	\$666,193
NET REVENUES/ EXPENSES	\$880,413	\$23,136	\$256,213	(\$1,855)	(\$24,991)
DEPRECIATION	403,485	500,000		520,000	20,000
NET	\$476,928	(\$476,864)	\$256,213	(\$521,855)	(\$44,991)
BEGINNING CASH	680,411	1,075,650	1,075,650	1,205,747	130,097
ENDING CASH	813,629	724,464	1,208,926	1,327,964	603,500
CAP RESERVES	262,021	374,323	122,937	395,928	21,605

STAFFING	
Position	Full-Time Equivalent
Maintenance & Operations Superintendent	0.20
Auto Repair Supervisor	1.00
Heavy Equipment Mechanic	4.00
Clerical	0.40
Seasonal/Casual	0.54
Total	6.14

FUND NUMBER:

504

TITLE

GOVERNMENT BUILDINGS

ACTIVITY DESCRIPTION:

Provide building care, maintenance, service, and supplies to City buildings and facilities.

GOAL:

Maintain buildings that create a good first impression and that reflect pride in the buildings and the City. Maintain an appropriate level of service for each government facility.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Appearance of the buildings and facilities, timely response for assistance and emergencies, and for employee and public comfort.

Resolution of building operation emergencies within 24 hours 90 percent of the time. On-going preventive maintenance programs to ensure a better appearance and accessibility of buildings for everyone while maintaining a quality environment.

BUDGET:

\$1,007,431

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases.

Special maintenance projects include carpet replacement in Finance (\$8,500) and power vac cleaning the HVAC ducts at Fire Stations 1 and 2 (\$4,000).

Major Capital includes the non-General Fund portion of HVAC improvements design for City Hall (\$2,930) and Police Station automatic door openers (\$14,000).

Minor Equipment includes a replacement Stihl backpack blower (\$550), an upright wide-area vacuum (\$2,000),

rolling scaffolding (\$450), a ladder rack for the 2010 pickup (\$825), and miscellaneous items as needed (\$1,000).

MEASUREMENT TECHNIQUE:

Resource management, building appearance, comfort, and feedback from facility managers.

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GOVERNMENT BUILDINGS FUND #504

	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
BUILDING RENTS	1,029,594	962,670	432,685	987,369	24,699
GENERAL FUND					
MISCELLANEOUS	11,958	5,000	2,475	23,301	466
TOTAL REVENUES:	\$1,041,552	\$985,505	\$504,867	\$1,010,670	\$25,165
+BEGINNING CASH:	605,438	505,911	505,911	511,951	6,040
TOTAL RESOURCES:	\$1,646,990	\$1,491,416	\$1,010,778	\$1,522,621	\$31,205
EXPENDITURES:					
SALARIES	223,357	245,980	116,960	264,282	18,302
OVERTIME	15,577	13,468	7,555	15,243	1,775
BENEFITS	133,674	140,622	68,540	150,772	10,150
SUPPLIES	86,595	85,280	35,949	87,370	2,090
MINOR EQUIPMENT	2,176	4,580	2,953	4,825	245
ERD RENTAL	44,525	16,880	7,251	15,860	(1,020)
OTHER SERVICES	348,692	465,772	183,674	430,905	(34,867)
INFO SERVICES/GOVT E	1,607	19,713		24,174	4,461
CAPITAL	6,903			14,000	14,000
TOTAL EXPENDITURES:	\$863,106	\$992,295	\$432,738	\$1,007,431	\$15,136
+ENDING CASH	783,887	499,121	578,040	515,190	16,069
TOTAL USES:	\$1,646,990	\$1,491,416	\$1,010,778	\$1,522,621	\$31,205

STAFFING	
Position	Full-Time Equivalent
Maintenance Supervisor	1.00
Maintenance Worker	1.00
Custodian	3.00
Temporary Custodian	0.50
Administration	0.20
Clerical	0.15
Total	5.85

FUND NUMBER

507

TITLE**INFORMATION SYSTEMS****ACTIVITY DESCRIPTION:**

Provide a stable and productive computing environment throughout the citywide network by maintaining and securing the network infrastructure, protecting City data, supplying functional workstations and software, and providing user and software vendor support as requested.

GOAL:

To provide a stable and secure citywide network that facilitates enhanced communication and workflow to enhance the efficiency of the City staff.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL

Maintain, monitor, and secure the local and wide area network to ensure reliable connectivity for the 54 separate City sites for both internal and external network services. Maintain and provide hardware and software upgrades for the City's 67 servers. Maintain and provide hardware and software upgrades for the 308 user network devices (PC's, laptops, and smart phones). Manage network and email access for the 276 City employees with computer access. Provide computer and application support for all City employees and software vendor personnel. Manage and maintain the City phone system.

REVENUES: \$766,678

User departments and funds are charged for network services and equipment maintenance and replacement.

EXPENDITURES: \$766,678

Equipment:	\$ 95,000
Operating requirements:	\$671,678

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases, a new Public Safety IT Technician, a \$7,500 increase to \$10,000 for training, an \$8,000 increase to \$48,883 for communication costs, an increase of \$5,000 to \$43,500 for repair and maintenance of equipment, and an increase of \$7,500 to \$115,800 for software maintenance.

Minor Equipment includes an airport wireless link (\$7,500), a South Fire/Pioneer Wireless backup network replacement (\$5,000), a replacement printer (\$500), an additional storage server (\$6,000), additional WiFi nodes (\$1,000), and replacement network switches as needed (\$10,000).

Major Capital includes replacement/upgraded computers, laptops, servers, etc. as needed (\$65,000).

MEASUREMENT TECHNIQUE:

Satisfaction of network, workstation, and application performance from user departments.

FUND NUMBER

507

TITLE

IS GOVERNMENT ACCESS

Activity Description:

Broadcast City Council, Hospital Board, and League of Women Voters meetings both live and on a replay schedule. Use the reader board to disseminate public service announcements and notice of local City sponsored events. Broadcast the Washington State Government channel (TVW), and other State productions when they are available.

Goal:

Provide the citizens of Pullman with increased access to governmental information, activities, and meetings.

Performance Measure/Budgeted Service Level

Broadcast public service information to residents of Pullman on the digital government access channel. Provide community access to local and state government proceedings.

REVENUES:

\$10,383

MAJOR BUDGET CHANGES:

The primary budget increase for 2015 is due to IS rates for equipment and labor.

It was planned to receive franchise agreement monies to make some upgrades in 2014, but Time Warner Cable is merging with Comcast and the agreement has been put on hold until that process is complete.

MEASUREMENT TECHNIQUE:

Input received from community.

INFORMATION SYSTEMS FUND (507)

	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>YTD</u> <u>6/30/2014</u>	<u>2015</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
GENERAL FUND TRANSFER	5,259	3,926	3,926	5,083	1,157
MISCELLANEOUS	269	200	76	200	
NETWORK & SERVICE FEES	565,831	600,808	271,370	766,678	165,870
TOTAL REVENUES:	571,359	\$604,934	\$275,372	\$771,961	\$167,027
<u>EXPENDITURES:</u>					
SALARIES	213,636	220,576	110,786	303,688	83,112
OVERTIME					
BENEFITS	84,802	95,723	46,779	142,710	46,987
SUPPLIES	2,543	1,500	140	2,100	600
MINOR CAPITAL	47,405	22,000	40,246	32,000	10,000
OTH SERVICES	186,470	191,083	95,397	212,183	21,100
EQUIP RENTAL	5,996	3,772	1,750	3,952	180
BLDG RENTAL	9,115	9,880	5,357	10,345	465
INTGOVT/OTHER	4,159	3,926	1,963	5,083	1,157
EQUIPMENT	22,849	65,000		65,000	
TOTAL EXPENDITURES:	\$576,975	\$613,460	\$302,418	\$777,061	\$163,601
NET REVENUES/EXPENDITURES	(\$5,616)	(\$8,526)	(\$27,046)	(\$5,100)	\$3,426
DEPRECIATION	8,886	15,000		20,000	5,000
NET	(\$14,502)	(\$23,526)	(\$27,046)	(\$25,100)	(\$1,574)
BEGINNING CASH	311,858	306,243	306,243	247,882	(58,361)
ENDING CASH	306,243	297,717	279,197	242,782	(54,935)

STAFFING	
Position	Full-Time Equivalent
Information Services Manager	1.00
Information Services Technician	4.00
Total	5.00

FUND NUMBER:

607

TITLE**LAWSON GARDENS PARK
ENDOWMENT TRUST FUND****ACTIVITY DESCRIPTION:**

Care and maintenance of Lawson Gardens including annual gardens, perennial gardens, rose garden, xeriscape garden and turf areas.

GOAL:

Propagate the source material necessary to plant and maintain all the gardens in a quality manner. Manage resources so the fund is used effectively. Interest earnings accrued but not expended during the year are carried over as revenue for subsequent budget years.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Turf is mowed and trimmed on a seasonal, weekly basis.

Annuals are planted as soon as weather permits.

All flower beds are maintained properly and to a high standard.

BUDGET:

\$ 153,085

MAJOR BUDGET CHANGES:

2015 budget includes programmed salary step increases.

MEASUREMENT TECHNIQUE:

Appearance of Lawson Gardens; health and vigor of plant material and resource management.

LAWSON GARDENS PARK ENDOWMENT TRUST FUND #607
(Category 3 Only)

	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
DONATIONS	576				
INVESTMENT INCOME	66,304	67,500	15,456	65,260	(2,240)
OTHER	2,500	3,000	1,020	2,000	(1,000)
TOTAL REVENUES:	69,380	\$70,500	\$16,476	\$67,260	(\$3,240)
+BEGINNING CASH:	140,260	113,707	113,707	91,801	(21,906)
TOTAL RESOURCES:	\$209,640	\$184,207	\$130,183	\$159,061	(\$25,146)
<u>EXPENDITURES:</u>					
SALARIES	55,740	59,338	28,014	63,008	3,670
OVERTIME	540	1,100	360	1,100	
BENEFITS	23,523	25,148	12,075	26,391	1,243
SUPPLIES	7,977	13,500	7,887	13,500	
MINOR CAPITAL	2,525				
OTHER SVCS	5,108	9,350	1,289	9,350	
INTERFUND	554	1,628	814	306	(1,322)
CAPITAL		39,430		39,430	
TOTAL EXPENDS:	95,967	\$149,494	\$47,455	\$153,085	\$3,591
+ENDING CASH	113,707	34,713	82,728	5,976	(28,737)
TOTAL USES:	\$209,674	\$184,207	\$130,183	\$159,061	(\$25,146)

FUND NUMBER**TITLE**

610

CEMETERY ENDOWMENT CARE FUND**PURPOSE:**

This fund was established in 1965 to provide a corpus whose earnings are to be used for the ongoing maintenance and improvements of the City operated cemeteries.

REVENUES:

Revenues are generated from a portion of the cemetery grave sales. 30 percent of grave sales are placed in the Cemetery Care Fund. These revenues are to build principal, which cannot be spent. The income from the investments may be used for the care, upkeep, maintenance, and improvement of the cemetery.

EXPENDITURES: \$500

Anticipated interest earnings to be transferred to the Cemetery Expansion Fund for future projects is increased from \$450 to \$500.

CEMETERY CARE FUND #610

	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEES	2,948	3,500	2,792	3,500	
OTHER	382	450	123	400	2,000
TOTAL REVENUES:	3,330	3,950	2,914	3,900	(50)
+BEGINNING CASH:	254,669	257,617	257,617	262,416	4,799
TOTAL RESOURCES:	\$257,999	\$261,567	\$260,531	\$266,316	\$4,749
<u>EXPENDITURES:</u>					
SALARIES					
BENEFITS					
SUPPLIES					
OTHER SERVICES					
LAND PURCHASE					
INTERGOVERNMENT	382	450		500	50
IMPROVEMENTS					
TOTAL EXPENDS:	382	450		500	50
+ENDING CASH	257,617	261,117	260,531	265,816	4,699
TOTAL USES:	\$257,999	\$261,567	\$260,531	\$266,316	\$4,749

FUND NUMBER

615

TITLE**FIREMEN'S PENSION FUND****PURPOSE:**

This fund is a trust fund created to supplement pension and benefit payments to two firefighters who were employed before the present LEOFF Retirement Plan was instituted statewide, to maintain a reserve to insure against potential future firemen pension exposures.

REVENUES: \$33,840

Revenues come from a state distributed tax on fire insurance premiums plus investment income.

EXPENDITURES: \$60,000

The medical expenses, excluding insurance premiums, of all retired LEOFF I firefighters not covered by insurance and expenses not covered by insurance for Active LEOFF I is budgeted in this Fund. Reserves should equal \$229,830 by year-end 2015.

FIREMEN'S PENSION FUND #615

	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	YTD <u>06/30/14</u>	2015 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FIRE INSURANCE					
PREMIUM TAX	28,948	28,948	32,057	33,660	4,712
INVESTMENTS	213	230	68	180	(50)
TOTAL REVENUES:	29,161	\$29,178	\$32,126	\$33,840	\$4,662
+BEGINNING CASH:	283,048	273,816	273,816	255,990	(17,826)
TOTAL RESOURCES:	\$312,209	\$302,994	\$305,941	\$289,830	(\$13,164)
<u>EXPENDITURES:</u>					
BENEFITS	38,393	60,000	4,130	60,000	
PROF. SERVICES					
TOTAL EXPENDITURE	\$38,393	\$60,000	\$4,130	\$60,000	
+ENDING CASH	273,816	242,994	301,812	229,830	(13,164)
TOTAL USES:	\$312,209	\$302,994	\$305,941	\$289,830	(\$13,164)

FUND NUMBER**TITLE****651****AIRPORT AGENCY****PURPOSE :**

The city of Pullman is responsible for the maintenance of budgetary, revenue and expenditure accounts for the Pullman-Moscow Airport. The city must now also prepare and submit an Annual Financial Report on the airport's financial condition to the State Auditor. The Airport Board adopted this proposed budget on August 27, 2014. The Pullman City Council and the Moscow City Council must also approve this budget.

REVENUES :

The Airport expects to receive \$876,872 in operating revenues and \$16,431,060 in FAA Airport Improvement Program Grants and Passenger Facility Charge collections. They will also receive \$1,600,000 from Intergovernmental transfers.

EXPENDITURES :

The Airport Board approved a total 2015 expenditure budget of \$18,623,373 which consists of \$548,779 in operational expenditures, \$18,074,594 in capital expenditures for land acquisition, design of Runway Realignment project and snow removal equipment. The budget also includes \$850,000 in depreciation.

AIRPORT AGENCY FUND #651

	2013	2014	YTD	2015	
	<u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>06/30/14</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
<u>GRANTS:</u>					
FAA, OTHER	1,545,711	1,720,000	823,925	16,259,850	14,539,850
STATE OF WASHINGTON	64,381	90,000		320,000	230,000
STATE OF IDAHO	20,000				
PULLMAN	32,013	32,013	32,013	32,013	
MOSCOW	32,013	32,013		32,013	
PORT OF WHITMAN	20,750	20,750	20,750	20,750	
LATAH COUNTY	15,500	17,000	17,000	17,000	
WSU	18,935	18,935		18,935	
U OF IDAHO	10,000	11,000		12,500	1,500
SERVICE FEES	78,316	186,941	66,654	184,679	(2,262)
PFC	126,337	171,210	59,258	171,210	
RENTS	127,719	72,662	22,364	79,662	7,000
PARKING, CONCESSIONS, MISC	240,626	160,000	102,423	159,320	(680)
TOTAL REVENUES:	\$2,332,301	\$2,532,524	\$1,144,387	\$17,307,932	\$14,775,408
LINE OF CREDIT	165,000	221,850	300,000		
INTERGOVERNMENTAL TRANSFERS				1,600,000	
PFC RESERVE	22,233				
TOTAL REVENUES	\$2,519,534	\$2,754,374	\$1,444,387	\$18,907,932	\$16,153,558
<u>EXPENDITURES:</u>					
SALARIES	184,511	187,019	96,672	195,757	8,738
OVERTIME					
BENEFITS	87,127	98,680	43,498	94,610	(4,070)
SUPPLIES	31,477	36,538	20,814	41,138	4,600
MINOR EQUIPMT	3,728	4,500	4,118	4,500	
OTHER SERVICES	221,201	237,349	180,232	164,774	(72,575)
INTGOV'T	40,131			48,000	48,000
CAPITAL	1,723,994	2,100,000	1,393,569	18,074,594	15,974,594
TOTAL EXPENDITURES:	\$2,292,169	\$2,664,086	\$1,738,904	\$18,623,373	\$15,959,287
NET REVENUES/EXPENDITURES	\$227,365	\$90,288	(\$294,517)	\$284,559	\$194,271
DEPRECIATION	756,164	800,000		850,000	50,000
NET	(\$528,799)	(\$709,712)	(\$294,517)	(\$565,441)	144,271
+BEGINNING CASH:	123,542	165,404	165,404	282,367	116,963
ENDING CASH	165,404	33,842	(294,517)	566,926	533,084
LINE OF CREDIT	120,000		300,000		
PFC RESERVE	(147,108)				

2015 MONTHLY SALARY SCHEDULE

As Of 08/26/2014

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>ADMINISTRATION, FINANCE & CLERICAL</u>					
26 CITY SUPERVISOR	9,109	9,564	10,043	10,545	11,072
24 CITY ATTORNEY	7,956	8,354	8,772	9,210	9,671
23 FINANCE DIRECTOR	7,436	7,807	8,198	8,608	9,038
19 HUMAN RESOURCES MANAGER	5,780	6,069	6,373	6,691	7,026
21 INFORMATION SYSTEMS MANAGER	6,494	6,819	7,160	7,518	7,894
17 ACCOUNTING MANAGER	5,243	5,505	5,780	6,070	6,373
12 ACCOUNTANT	4,352	4,570	4,798	5,038	5,290
17 IS SERVER ADMINISTRATOR	5,243	5,505	5,780	6,070	6,373
10 INFORMATION SYSTEMS TECHNICIAN	4,102	4,307	4,522	4,749	4,986
8 DEPUTY CITY CLERK	3,867	4,060	4,263	4,476	4,700
8 EXECUTIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 ACCOUNTING SPECIALIST	3,645	3,827	4,018	4,219	4,430
4 ADMINISTRATIVE CLERK	3,436	3,607	3,788	3,977	4,176
<u>POLICE & SUPPORT SERVICE</u>					
24 CHIEF OF POLICE	7,956	8,354	8,772	9,210	9,671
21 POLICE OPERATIONS COMMANDER	6,494	6,819	7,160	7,518	7,894
18 POLICE SERGEANT	6,948	7,122	7,299		
15 POLICE OFFICER	4,825	5,162	5,626	6,161	6,530
POLICE OFFICER TRAINEE	4,483	4,593			
14 SUPPORT SERVICES MANAGER	4,617	4,848	5,090	5,345	5,612
12 INFORMATION SYSTEMS SPECIALIST	3,990	4,192	4,405	4,629	4,868
8 POLICE ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 RECORDS SPECIALIST II	2,970	3,119	3,276	3,442	3,618
7 PROPERTY AND EVIDENCE SPECIALIST	2,970	3,119	3,276	3,442	3,618
8 CODE ENFORCEMENT OFFICER II	2,970	3,119	3,276	3,442	3,618
4 CODE ENFORCEMENT OFFICER I	2,822	2,970	3,119	3,275	3,443
5 RECORDS SPECIALIST I	2,822	2,970	3,119	3,275	3,443
<u>FIRE SERVICE</u>					
23 FIRE CHIEF	7,436	7,807	8,198	8,608	9,038
19 FIRE OPERATIONS OFFICER	5,780	6,069	6,373	6,691	7,026
18 FIRE TRAINING OFFICER	5,410	5,695	5,985	6,301	6,619
17 FIRE CAPTAIN	5,153	5,425	5,715	6,006	6,307
17 FIRE PREVENTION OFFICER					6,278
15 LIEUTENANT	4,894	5,145	5,410	5,695	5,985
13 FIREFIGHTER	4,554	4,785	5,027	5,289	5,564
8 ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 ADMINISTRATIVE SPECIALIST	3,645	3,827	4,018	4,219	4,430
<u>LIBRARY</u>					
21 LIBRARY SERVICES DIRECTOR	6,494	6,819	7,160	7,518	7,894
12 LIBRARY DIVISION MANAGER	4,352	4,570	4,798	5,038	5,290
8 LIBRARY ADMIN ASSISTANT	3,867	4,060	4,263	4,476	4,700
10 LIBRARY SUPERVISOR	4,102	4,307	4,522	4,749	4,986
6 LIBRARY TECHNICIAN	3,645	3,827	4,018	4,219	4,430
4 LIBRARY ASSISTANT	3,436	3,607	3,788	3,977	4,176

2015 MONTHLY SALARY SCHEDULE

As Of 08/26/2014

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>PUBLIC WORKS</u>					
25 PUBLIC WORKS DIRECTOR	8,513	8,938	9,385	9,854	10,347
21 DEPUTY PUBLIC WORKS DIRECTOR	6,494	6,819	7,160	7,518	7,894
19 MAINT & OP SUPERINTENDENT	5,780	6,069	6,373	6,691	7,026
18 TRANSIT MANAGER	5,506	5,781	6,070	6,373	6,692
18 WASTE WATER PLANT SUPERVISOR	5,506	5,781	6,070	6,373	6,692
17 CIVIL ENGINEER	5,243	5,505	5,780	6,070	6,373
15 STORMWATER SERVICES PROGRAM MANAGER	4,756	4,994	5,244	5,506	5,781
14 AUTOMOTIVE REPAIR SUPERVISOR	4,243	4,451	4,670	4,900	5,140
15 SENIOR BUILDING INSPECTOR	4,756	4,994	5,244	5,506	5,781
15 SENIOR ENGINEERING TECHNICIAN	4,756	4,994	5,244	5,506	5,781
13 WASTE WATER LAB MANAGER	4,006	4,206	4,417	4,637	4,869
12 ENGINEERING TECHNICIAN	4,352	4,570	4,798	5,038	5,290
12 BUILDING INSPECTOR	4,352	4,570	4,798	5,038	5,290
14 MAINTENANCE SUPERVISOR	4,617	4,848	5,090	5,345	5,612
12 ACCOUNTANT-M&O	4,352	4,570	4,798	5,038	5,290
14 OPERATIONS SUPERVISOR	4,617	4,848	5,090	5,345	5,612
14 BLDG. MAINT. SUPERVISOR	4,617	4,848	5,090	5,345	5,612
10 STORMWATER FIELD TECHNICIAN	4,102	4,307	4,522	4,749	4,986
14 TRANSIT OPERATIONS SUPERVISOR	4,617	4,848	5,090	5,345	5,612
12 HEAVY EQUIP MECHANIC	3,696	3,879	4,068	4,269	4,482
8 TRANSIT TRAINER/SAFETY OFFICER	3,696	3,879	4,068	4,269	4,482
12 INDUSTRIAL MECHANIC	4,352	4,570	4,798	5,038	5,290
12 WASTE WATER PLANT OPERATOR	4,352	4,570	4,798	5,038	5,290
12 INFORMATION SYSTEMS TECHNICIAN	4,352	4,570	4,798	5,038	5,290
12 INSTRUMENTATION AND CONTROL TECHNICIAN	4,352	4,570	4,798	5,038	5,290
12 TRANSIT CUSTOMER SERVICE SUPERVISOR	4,352	4,570	4,798	5,038	5,290
8 PUBLIC WORKS ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
10 MAINTENANCE WORKER	4,102	4,307	4,522	4,749	4,986
7 TRANSIT DISPATCHER	3,356	3,520	3,697	3,879	4,071
6 TRANSIT DRIVER	3,197	3,353	3,522	3,696	3,879
6 ADMINISTRATIVE SPECIALIST- ENGINEERING	3,645	3,827	4,018	4,219	4,430
6 ADMINISTRATIVE SPECIALIST- M&O	3,645	3,827	4,018	4,219	4,430
7 BLDG. MAINTENANCE WORKER	3,754	3,942	4,139	4,346	4,563
4 APPRENTICE MAINT. WORKER-P.W.	3,436	3,607	3,788	3,977	4,176
6 WASTE WATER PLANT OPERATOR IN TRAINING	3,645	3,827	4,018	4,219	4,430
5 TRANSIT CUSTOMER SERVICE REPRESENTATIVE	2,834	2,973	3,122	3,275	3,437
2 SENIOR BUS WASHER	2,685	2,817	2,953	3,098	3,249
1 BUS WASHER	2,560	2,686	2,817	2,953	3,098
2 CUSTODIAN	2,839	2,981	3,130	3,287	3,451
<u>PLANNING</u>					
23 PLANNING DIRECTOR	7,436	7,807	8,198	8,608	9,038
13 ASSISTANT CITY PLANNER	4,483	4,707	4,942	5,190	5,449
<u>PUBLIC SERVICES</u>					
19 PARKS MANAGER	5,780	6,069	6,373	6,691	7,026
19 RECREATION MANAGER	5,780	6,069	6,373	6,691	7,026
10 HORTICULTURIST	4,102	4,307	4,522	4,749	4,986
8 LEAD PARKS MAINTENANCE WORKER	3,867	4,060	4,263	4,476	4,700
10 RECREATION SUPERVISOR	4,102	4,307	4,522	4,749	4,986
8 COMMUNITY IMPROVEMENT REP.	3,867	4,060	4,263	4,476	4,700
8 AQUATICS PROGRAM COORDINATOR	3,867	4,060	4,263	4,476	4,700
6 PARKS MAINT. WORKER 2	3,645	3,827	4,018	4,219	4,430
7 PRESCHOOL PROGRAM COORDINATOR	3,754	3,942	4,139	4,346	4,563
7 SENIOR CITIZEN PROGRAM COORDINATOR	3,754	3,942	4,139	4,346	4,563
8 ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 ADMINISTRATIVE SPECIALIST	3,645	3,827	4,018	4,219	4,430

2015 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES

(Note: This list does not include seasonal employees or employees working less than twenty hours per week.)

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>
Legislative	City Councilmember		7
	Total		7
Executive	Mayor		1
	City Supervisor	1	
	Total	1	1
Finance and Records Services	Finance Director	1	
	Accounting Manager	1	
	Accountant	1	
	Accounting Specialist	2	
	Deputy City Clerk	1	
	Executive Assistant	1	
	Administrative Clerk		1
	Total	7	1
Information Technology	Information Systems Manager	1	
	Information Systems Technician	3	
	Information Systems Server Administrator	1	
	Total	5	
Legal	City Attorney	1	
	Total	1	
Human Resources	Human Resources Manager	1	
	Total	1	
Police and Support Services	Chief of Police	1	
	Police Operations Commander	1	
	Sergeants	4	
	Detectives	3	
	Support Services Manager	1	
	Information Systems Specialist	1	
	Youth Services Officer	1	
	Patrol Officer	19	
	Police Administrative Assistant	1	
	Records Specialist	6	1
	Property & Evidence Specialist	1	
	Code Enforcement Officer	3	
	Total	42	1

Fire	Fire Chief	1	
	Operations Officer	1	
	Fire Training Officer	1	
	Fire Prevention Officer	1	
	Fire Captain	3	
	Lieutenant	3	
	Firefighter	24	
	Administrative Specialist	2	
	Total	36	
Public Works	Public Works Director	1	
	Deputy Public Works Director	1	
	Civil Engineer	1	
	Stormwater Services Program Manager	1	
	Senior Engineering Technician	1	
	Engineering Technician	2	
	Senior Building Inspector	1	
	Building Inspector	2	
	Maintenance & Operations Superintendent	1	
	Maintenance Supervisor	1	
	Operations Supervisor	1	
	Stormwater Services Field Technician	1	
	Maintenance Worker	12	
	WWTP Supervisor	1	
	WWTP Plant Operator	5	
	WWTP Pretreatment/Laboratory Manager	1	
	WWTP Industrial Mechanic	1	
	Instrumentation and Control Specialist	1	
	Automotive Repair Supervisor	1	
	Heavy Equipment Mechanic	4	
	Transit Manager	1	
	Transit Operations Supervisor	1	
	Transit Customer Service Supervisor	1	
	Transit Training/Safety Officer	1	
	Transit Dispatcher	2	1
	Transit Driver	19	13
	Transit Customer Service Representative	1	1
	Senior Bus Washer	1	
	Bus Washer	1	1
	Public Works Admin Asst.	1	
	Accountant	1	
	Administrative Specialist	2	
	Building Maint. Supervisor	1	
	Building Maintenance Worker	1	
	Custodian	3	
	Total	77	16

Public Services	Park Superintendent	1	
	Lead Parks Maintenance Worker	1	
	Park Maintenance Worker	5	
	Horticulturist	1	
	Community Improvement Representative	1	
	Aquatic Coordinator	1	
	Recreation Superintendent	1	
	Recreation Supervisor	1	
	Senior Citizen Coordinator	1	
	Preschool Instructor	1	
	Administrative Specialist	1	1
	Total	15	1
Planning	Planning Director	1	
	Assistant City Planner	1	
	Total	2	
Library	Library Services Director	1	
	Library Division Manager	3 *	
	Library Supervisor	1	1
	Library Administrative Assistant	1	
	Library Technician		3
	Library Assistant	2	2
Total		8	6
GRAND TOTAL		195	33

*One Position Reimbursed 50% by Whitman County Library District.

Insert ERD Rate Tables Here